

# H A N D B O O K

## British Columbia Women's Institutes



*"A nation cannot rise above the level of its homes,  
therefore, we women must work and study together to  
raise our homes to the highest possible level."*



PROVINCE OF BRITISH COLUMBIA  
DEPARTMENT OF AGRICULTURE  
VICTORIA, B. C.

REVISED 1978

## CONTENTS

Colour of Paper

Origin & Growth . . . . .	<i>White</i>
Procedure . . . . .	<i>Buff</i>
Conveners & Committees . . . . .	<i>Green</i>
Consitution . . . . .	<i>Pink</i>
Additional Information . . . . .	<i>Salmon</i>
Nominations & Elections . . . . .	<i>Tan</i>
Competitions . . . . .	<i>Goldenrod</i>
Scholarships . . . . .	<i>Blue</i>
Life Memberships . . . . .	<i>Canary</i>
Appendix . . . . .	<i>Cherry</i>

## **BRITISH COLUMBIA WOMEN'S INSTITUTES HANDBOOK**

This book is presented to the women of British Columbia as a guide in organizing Women's Institutes and in carrying on their work in a businesslike and effective manner.

### **ORIGIN AND GROWTH OF B.C. WOMEN'S INSTITUTES**

The Women's Institutes owe their existence as an organization of vitality and force to the unselfish efforts of public-spirited women.

On February 19th, 1897, a group of one hundred rural women met at Stoney Creek, Ontario, under the auspices of the Farmer's Institute. The meeting was addressed by Mr. Erland Lee, a graduate of the Ontario Agricultural College and Mrs. Adelaide Hoodless who visioned this movement as an educational influence for rural women. The first Women's Institute was organized that day. Little did that group of women, or even Adelaide Hoodless herself, realize that this would go down in history as an historic event, the birth of a vast organization of country women which is now the largest women's organization in the world.

In 1899, the first Government organizer, Miss Laura Rose, came to Stoney Creek. Mrs. Hoodless and Miss Rose together chose the motto, "For Home and Country", which has become the world-wide symbol of the Women's Institute movement.

In 1909, Miss Laura Rose came to British Columbia and organized Women's Institutes, — fifteen in all. In this year, too, Mr. W.E. Scott became Deputy Minister of Agriculture, and he gathered the Institutes already organized into one Provincial body. Under the "Agricultural Assistance Act" of 1911 they were legally recognized, with Mr. Scott becoming the first Superintendent. To assist in the work of guiding the Institutes, four women were appointed from different parts of the Province, — Mrs. W.V. Davies of Chilliwack; Mrs. R.L. Lipsett of Summerland; Mrs. J.F. Kilby of Nelson and Mrs. Alfred Watt of Metchosin. The first meeting of this Advisory Board was held at the Parliament Buildings, Victoria, August 14th and 15th, 1911,



and at this meeting Mrs. Davies was chosen Chairman, and Mrs. Watt, Secretary.

In November, 1910, Miss Alice Ravenhill, Fellow of the Royal Sanitary Institute of London, came to British Columbia, and at the request of the Department of Agriculture, organized Women's Institutes and remained with the Department of Agriculture as organizer and lecturer until 1917.

In 1914, a new Agricultural Act was passed and all Institutes at that time incorporated under this Act, so that according to the official records no Institute is older than 1914. The only record of this earlier work is from their own files and from the minutes of the Advisory Board.

By 1914, membership in the province had grown to 2,857 members and four District Conferences were held, — Vancouver Island, Lower Mainland, Okanagan and Kootenay.

In 1918, a prominent Institute worker, Mrs. V.S. McLachlan, of Garden City, became Secretary of the Advisory Board.

The continued interest of Women's Institutes leaders in a Provincial Convention led to a meeting of all four districts held at the same time and in the same place, the Normal School, at Vancouver, April 21 to 23, 1924. At this meeting, these districts voted to hold a joint Provincial Conference and in 1925 at Victoria, the first convention of the Women's Institutes of British Columbia was held.

### **BRITISH COLUMBIA WOMEN'S INSTITUTES ORGANIZATION AND RELATIONSHIPS**

Institute membership shall consist of persons who as members pay an annual subscription. A member in good standing is one who has paid her membership fee.

The local Institute is the first and most important part of the whole Women's Institute Organization. It is non-partisan, non-sectarian and non-racial. It is open to all women interested in the promotion of better living and is the local instrument for establishing an educational programme for the homemakers of the community.

The District Institute is an organization of all local Institutes in a defined area. An institute gains stimulation and help by knowing something about the programmes and achievement of other Institutes.



## **RELATIONSHIPS**

In recognition of the value of Women's Institute work in rural areas, the Ministry of Agriculture of British Columbia sponsors the Women's Institutes and renders financial assistance. The Ministry provides office space in Victoria, gives an annual grant towards the expense incident to the maintenance and functioning of the Provincial Office, and other expenses incurred in the carrying out of the work of the B.C. Women's Institute Organization, and gives a triennial grant to assist with convention expense. To be in good standing an Institute must send two copies each of its Annual Report and of its Financial Statement, a copy of its List of Members, for the ensuing year together with their Per Capita dues, to the Provincial Secretary-Treasurer, Provincial W.I. Office, 545 Superior St., immediately after its Annual Meeting and not later than January 15th of the following year.

## **FEDERATED WOMEN'S INSTITUTES OF CANADA**

As Institute work expanded in Canada, it became apparent that much more could be accomplished by having a Dominion Federation. By 1914, all the Provinces of Canada had achieved a considerable measure of organization of Women's Institutes or kindred groups with common aims regardless of the names by which they were known. Consequently in February, 1919, representatives from each of the Provinces met in Winnipeg, Manitoba, and at this meeting the Federated Women's Institutes of Canada became a national organization with the approval of the Honourable T.A. Crear, Federal Minister of Agriculture.

## **FEDERATED BOARD**

The By-Laws provide for one Provincial representative on the Federated Executive Committee. The counsellors (secretary-treasurer) from each province shall be ex-officio, but not officers or directors of the Federation and may not vote in meetings of the Board of Directors.

The B.C. Women's Institute is entitled to two voting members on the Federated Womens Institutes of Canada Board of Directors.

The Provincial President is Senior Director, The 1st Vice president is Junior Director and the 2nd Vice President is Alternate Junior Director.

**The Purposes and Objects of the Federated Women's Institutes of Canada are:**

1. To co-ordinate programs of the Units of the Federation,
2. To provide a medium of inter-communication among the Units of the Federation,
3. To promote appreciation of the value of rural living,
4. To develop better informed, more responsible citizens, through the study of issues of National and International importance.
5. To initiate nation-wide programs in accordance with the objects of the Federation.

The expenses of the Senior Representative, incurred because of attendance at Federated Board Meetings and at the National Convention, are paid by Federated Women's Institutes of Canada. Each Province pays the expenses of their Junior Representative when she is attending a Federated Board meeting. When a Junior Representative is attending a National Convention the Federated Women's Institutes of Canada pay her transportation out of a pooled fund to which all provinces contribute. Her living expenses are paid by her respective province.

A recommendation that a National office be set up in Ottawa was passed at the First National and this recommendation was implemented in October 1958, with Mrs. H.G. Taylor appointed the National Secretary.

**Educational Committees**

1. An Educational committee shall consist of the chairman and Provincial or Territorial counterparts.
2. Educational Committees with related studies are:
  - (a) Agriculture and Canadian Industries - Agriculture in the Canadian economy, Agriculture and the consumer, Labour and Business policies, National resources development, and Environmental control.
  - (b) Citizenship and Legislation - immigration, integration of first and new Canadians, laws relating to family life, social welfare legislation, status of women, civic affairs.
  - (c) Education and Cultural Activities - academic,



technical, vocational and continuing education, music, art, drama, handicrafts, historical research, museums and libraries.

- (d) Home Economics and Health - food and nutrition, clothing, and textiles, budgeting, health, housing, pure food laws, consumer education, safety, and family relationships.
- (e) International Affairs - United Nations, Associated Country Women of the World, letter friends, exchange programs and Federated projects, such as the National Office Fund, Adelaide Hoodless Homestead and Northern Expansion are also endorsed by the provinces.

The Federated Institutes of Canada issue a quarterly publication, "The Federated News", which may be obtained from the National Office, Room 28, 46 Elgin Street, Ottawa, Ont. K1P 5K6.

Federated pins may be obtained from the above address.

### **THE NATIONAL FEDERATION OF WOMEN'S INSTITUTES OF ENGLAND AND WALES**

The story of the Women's Institutes takes us in 1913 to a new continent. Two years previously, Mrs. Alfred Watt, Secretary to the Advisory Board in British Columbia, returned to England. After the outbreak of war in 1914, she saw what a rural organization would mean in England. With the help of Mrs. Drage of Wales, Lady Aberdeen and others, she interested the Department of Agriculture at London and the first Women's Institute was founded on the Island of Anglesey, modelled after the set-up in British Columbia at that time. Because of their project to increase the food supply, the Women's Institute movement spread rapidly with the resulting increase in the food supply of from 35 to 60 percent of requirements. Mrs. Watt was honoured by the King for her work, and the Institutes became a vital part of the life of the country.

One of the most important Institutes organized by Mrs. Watt was that of Sandringham, where Her Majesty, Queen Mary was the first President. Because they had come from Canada, Women's Institutes were lovingly called "Canada's Gift to the Motherland."



## **ASSOCIATED COUNTRY WOMEN OF THE WORLD**

The work of Mrs. Alfred Watt did not stop after the organization of the National Federation of England and Wales. Backed by Judge Emily Murphy, the first President of the Federated Women's Institutes of Canada, much work was done to form an international group. In 1923, Mrs. Watt was invited to speak at an international congress at Paris, and she there advanced the idea of an international country women's organization. However, it was not until 1930, when at an international meeting of women in Vienna she found that the countrywomen formed the largest group. She was then able to make progress in uniting the women of many countries. Three years later (1933) at Stockholm, Sweden, the Associated Countrywomen of the World was formed, with Mrs. Alfred Watt its first President.

The aims of the Associated Country Women of the World are many, — to promote and maintain friendly and helpful relations between the countrywomen's and homemaker's associations of member nations, and to give all possible help in their development; to promote the common interests of these organizations in the economic, social, and cultural spheres, while avoiding political and sectarian questions of a controversial nature; to encourage the formation of organizations working for such common interests in countries where this need has not already been met. The Associated Country Women of the World Conference is held every three years.

The British Columbia Provincial Women's Institute is also a Constituent Society of the Associated Country Women of the World and may be represented at the Triennial Conference.

The B.C. Women's Institute's President or her representative is automatically the leader of the delegation to the Associated Country Women of the World Conference. She carries the Executive vote and her expenses are paid from our Provincial Convention Fund. B.C. Women's Institute is allowed additional delegates who pay their own expenses.

The Official publication of the Associated Country Women of the World is "THE COUNTRYWOMAN", published bi-monthly in London, England.

The London office address of The Associated Country

Women of the World: 50 Warwick Square, Victoria,  
London, S.W. 1V2 A.J.

The Associated Country Women of the World is maintained by:

1. Annual fee from its Constituent Societies, 5 pounds or approximately 15 dollars. B.C. sends 1 cent per member.
2. "Pennies for Friendship" fund.
3. Corresponding Societies, who are groups without State, Provincial or National status.
4. Individual Contributing Members who pay an annual fee. This entitles the member to a subscription to the "COUNTRYWOMAN", invitations to meetings and introductions when travelling abroad.
5. Life Memberships. These entitle the members to a lifetime subscription to the "COUNTRYWOMAN" in addition to the benefits enjoyed by the contributing members. Application forms available from Provincial Office.



## **PROCEDURES**

### **HOW TO ORGANIZE A WOMEN'S INSTITUTE**

Any five or more persons proposing to incorporate an Institute shall make and subscribe, in duplicate, on forms provided by the Provincial Minister of Agriculture to the Constitution and By-Laws of the Institute, and shall transmit the same to the Minister, together with a list of the persons appointed by the subscribers to act as the first directors of the Institute, stating their full names, addresses and occupations.

#### **Recommended Procedure:**

1. Write the B.C. Women's Institute Provincial Secretary at 545 Superior St., Victoria, B.C. V8V 1T7, for necessary information and forms.
2. Call a public meeting and, if possible, have a District or Provincial Board member in the area at this first meeting to give help.
3. Appoint a temporary Chairman and then elect the five Directors who will sign the application forms.
4. The name of an Institute or District, after incorporation, can only be changed by permission of the Ministry of Agriculture.

**Note:** An Institute may obtain title to property by applying to the Land Registry Office which will contact the Ministry of Agriculture to see if the Institute's name is as shown and if it is incorporated. Confusion may arise when an Institute registered as "The Fraser Lake", then later drops the "The, because this Institute would be registered under "The....."

### **PROCEDURE FOR WOMEN'S INSTITUTE MEETINGS**

Any question of order arising and not provided for in this Women's Institute Handbook, shall be decided in accordance with Robert's "Rules of Order".

#### **1. Women's Institute Meeting:—**

Each Institute may adopt its own order of business which may be suspended at any time by a two-third vote. The



President and Secretary together prepare the agenda for the meeting. The following order is suggested:—

Call to order (opening — Institute Ode and Mary Stewart Collect)

Roll Call

Introduction of visitors, if any and invitation to join institute

Reading and approval of minutes

Report of Treasurer

Communications and bills

Report of Conveners

Report of Special Committees

Business arising from minutes

Unfinished business

New business

Regular programme

Adjournment

Social hour

## **2. Special Meetings:—**

The President may direct the Secretary to call special meetings. It shall be the duty of the President, or in her absence, Vice-President, to call a special meeting upon the application of the majority of the Board of Directors of the Institute, or one quarter of the membership. No business shall be transacted at a special meeting other than for which the meeting is called.

## **3. Annual Meeting:—**

(To follow immediately the business portion of the Sept., Oct., Nov., or Dec. meeting whichever is the Annual Meeting.)

Minutes of the last Annual Meeting

Report of Secretary

Report of Treasurer

Auditor's report

Reports of Conveners

Reports of any Special Committee functioning for the year

President's report

Election. Installation of officers

Unfinished business

New business

Programme

Adjournment

Social hour.

## **GOOD FORM IN PROCEDURE**

1. All meetings should begin at the hour announced.
2. Prompt dispatch of business should be encouraged and lengthy meetings avoided.
3. If the President should be absent, the Vice-President should preside. If the President or Vice-President should not be present, a Director should open and chair the meeting.
4. In the absence of the Secretary, the President should appoint a Secretary pro tem.

### **On the Part of a Member:—**

1. In presenting matters, a member stands, addresses the Chair and waits for recognition.
2. A member is not permitted to speak twice to one motion, but may ask permission to explain a former statement. The mover may speak more than once.
3. A member should speak to the Chair, consider the whole assembly and speak loudly enough to be heard by all. Any discussion not recognized by the Chair is out of order and discourteous. Members must confine themselves to the subject under discussion.
4. A member may appeal against the ruling of the Chair, in which case the Chairman asks, "Shall the decision of the Chair stand?" and takes a vote of the members present.

## **RULES OF ORDER**

The following rules for the conduct of proceedings at a general meeting of an Institute are recommended:—

- (a) That, except by permission of the Chairman, no member or other person shall speak other than to ask a question or to introduce or to speak to a motion:
- (b) That in the discussion following the introduction of a subject, no person shall speak more than twice, nor for longer than five minutes, except by permission of the meeting:
- (c) That when a question is under consideration, no motion shall be in order, except the following: (1) to adjourn; (2) to postpone; (3) to amend. These motions take precedence in the order named, and the first two to be decided without debate:
- (d) That before the vote is taken on any motion or amendment, the Chairman shall ask, "Is the meeting ready for the question?" and the question shall not



be put so long as any member desires to speak and is in order:

- (e) That any member desirous of asking a question on a subject introduced may do so verbally; but if she desires to ask more than two questions, she must submit them to the Secretary in writing:
- (f) Every member is entitled to protest against any decision of the meeting, and request her objection to be recorded in the minutes, and to protest against the decision of the Chair and to appeal to the meeting, stating the grounds of appeal, and the question shall then be put without debate in these words: "Shall the decision of the Chair be sustained?"
- (g) A motion to reconsider any question decided by the meeting shall be in order, providing such motion be not made on the same day on which the resolution is carried. The president does not make a motion, second a motion or speak to a motion while occupying the chair, but may give information.
- (h) The Chairman or presiding officer who is a member of the organization, can have the casting vote. The President has not a vote except when voting by ballot. In the case of a tie vote here, the President has a second vote. The universal rule is that when there is a tie vote the motion is lost.
- (i) The presiding officer avoids taking negative votes on questions of condolence, sympathy and courtesy.
- (j) It shall be the duty and privilege of the presiding officer to introduce all speakers, or if the presiding officer so desires, she may delegate some other member of the Institute to make the introduction. Introductions and "Thank-you's" should be brief. Four things are necessary in a good introduction, the name of the speaker, her title, where she is from and her subject. If the speaker has special experience to her credit, it should be mentioned in order to establish cordial relationship between the speaker and the audience.
- (k) Vice President should be prepared to act in the place of the President in case of illness or absence, and to assume whatever other duties the President assigns her.



**On the Part of the Secretary:—**

1. The secretary is seated on the right of the President and is ready to assist the Chair at all times.

2. The secretary is responsible for the minutes which should be a legible and concise record of the proceedings. They should be signed by the Secretary when she writes them; when confirmed by the meeting, they should be signed by the President.

3. The record of each item of business should constitute a separate paragraph. In recording a motion, the names of the mover and the seconder should be given, and the result of the vote should be stated: for example, "Moved by Mrs. E. Smith and seconded by Mrs. J. Black, that ..... carried". Motions which are lost should also be recorded. All motions are recorded as stated. Important motions should be presented in writing. In case of disagreement, the Secretary's minutes, when approved, are the final authority. Surnames must be used in Secretary's minutes.

4. The Secretary's minutes should be up-to-date and completed as soon as possible after the meeting.

5. Items or numbers on the programme should be described briefly without voicing the Secretary's opinion. Only a short synopsis of a lecture or discussion should be included in the minutes. If a complete report is desired, a copy of the address should be stapled in the back of the minute book for future reference.

6. The Secretary, at the request of the President, reads communications to the assembly.

7. The Secretary conducts the correspondence and sends reports to the District Secretary and to the Provincial Office.

8. The secretary, who is a member of the organization, has the right to make a motion, second a motion, speak and vote on all questions.

**On the Part of the Treasurer:—**

1. The Treasurer shall collect membership fees, receive all monies on behalf of her Institute and keep an accurate account of receipts and disbursements.

2. The treasurer should deposit all funds to the credit of the Institute in a chartered bank; withdrawals to be made by cheques to be signed by the President and Treasurer. When new officers are elected, their signatures should be registered with the bank without delay.



3. The treasurer shall pay all bills when authorized at a regular meeting.

4. At each regular meeting, the Treasurer shall report the receipts and expenditures for the month and the balance on hand.

5. Previous to the Annual Meeting, the Treasurer shall balance her books and prepare a summary of the year's receipts and expenditures. The treasurer's books and summary shall then be handed to the auditors for verification.

6. The treasurer's books must be audited by a qualified person, not a relative of the Treasurer, before the Annual Meeting or when there is a change of Treasurer. The audited financial statement, certified by the auditor is read by the Treasurer at the Annual Meeting. The Chair puts the question on adopting it, which, if carried, has the effect of approving the Treasurer's report.

7. Immediately after the annual meeting, the Treasurer shall forward to the Provincial Secretary-Treasurer the per capita dues by a cheque or by Money Order, made payable to the B.C. Provincial Women's Institute.

8. Within ten days after the election of her successor, the Treasurer shall hand over all books, monies and documents pertaining to her office to the new Treasurer.

**On the part of the Director**

1. A director shall attend all Executive meetings.

2. A director shall assume whatever responsibilities the President assigns her.

3. A director must be prepared, in the absence of the President and the Vice President, to assume the chair.

## **INTRODUCTION OF BUSINESS**

All business should be introduced to a meeting by a communication, a report of a committee or a motion as a statement of a proposition to be considered by the members in attendance.

**Motions are:**

1. moved by a member,

2. seconded by a member,

3. stated by the presiding officer,

4. discussed by the members. (This is where each member



should express her personal opinions; after the vote is taken, she should support the decision of the majority.)

5. presented to the meeting by the presiding officer who states the question, then asks, "Are you ready for the question?" She then takes the affirmative and the negative vote. (A negative vote is never taken on motions of sympathy, congratulation or courtesy.)

6. The result is announced by the presiding officer. The mover may need to give some explanation before she makes her motion, but the Chairman should not permit this to continue unduly. She must see that the members confine themselves to the motion under consideration.

A motion which has been moved, seconded and stated cannot be withdrawn without the consent of the meeting. The mover of the motion, with the consent of the seconder, asks permission to withdraw her motion. The presiding officer then asks, "Is it your pleasure that the motion be withdrawn?" If there are no objectors, she announces "The motion is by leave withdrawn". Should there be any objections to withdrawing the motion, then it must be moved, seconded and voted on. A motion cannot be withdrawn after it has been voted on. A withdrawn motion does not appear in the minutes.

Matters for deliberation are brought before a meeting in the form of a main motion or resolution. In the business-like assembly, the resolution should be in writing. A member rises and says: "Madam Chairman, I move that we give a Banquet at the annual meeting" or she may say, "I move the adoption of the following resolution: "Resolved that we give a banquet at the annual meeting."

**Amendments:**—A motion may not be entirely satisfactory to all members. An amendment is then in order before a vote is taken.

#### **FOR PROCEDURE TO DEAL WITH AMENDMENTS REFER TO SECTION ON RESOLUTIONS.**

##### **Action on a motion may be delayed by:**

- (a) referring to a committee
- (b) postponing it
- (c) laying it on the table. If a motion is made to lay it on the table, the motion cannot be debated, amended or reconsidered, and affirmative vote received. This may be done at the same meeting if other business has intervened, or under the heading of new business at a future meeting.



### **To Adjourn.—**

The following procedures are suggested:

1. After the order of business has been properly attended to, the Chairman may say, "Is there any further business to come before this meeting?" If no one claims the floor, the Chairman says, "I declare the meeting adjourned."

2. Or the Chairman may say, "A motion to adjourn is in order." If this motion is made, it must be seconded and voted upon like any other motion.

3. If no one responds to her call for further business, the Chairman may say, "We shall close the meeting with the National Anthem."

### **Resignations.—**

1. A resignation may be handled as a motion.

2. A resignation may be referred to a committee instructed to confer with the one resigning to ask her to reconsider.

3. If no action is taken regarding the disposition of a resignation, the Chair says, "The question is on acceptance of the resignation and calls the vote."

## **DISBANDING**

### **Recommended Procedure**

1. Any Institute considering going into abeyance or disbanding, should get in touch with the Provincial Secretary Treasurer to see what can be done about revival.

2. The Provincial Board does urge the local Institute to consider going into abeyance for a 3 year period. In doing this, the Charter is not revoked should the Institute reconvene during this 3 year period. Also the Provincial Board could hold in trust the official records and funds during the interim.

**Note:** After three years of abeyance the Minister of Agriculture will revoke the branch Institute charter.

3. If a Branch Institute is considering a motion to disband, written notification of such consideration must be sent to all members.

4. A motion to disband shall be made at a regular meeting, "That \_\_\_\_\_ Women's Institute disband". A copy of the notice of motion must be sent to members of the Institute not present at the meeting at which the notice of motion was given. This motion shall be voted

upon at the next regular monthly meeting. This motion is not valid unless all members have received written notification and it must be passed by a  $\frac{3}{4}$  majority.

5. A Branch Institute desiring to apply for disbandment must make application on an Extra Ordinary Resolution form obtainable from the Ministry of Agriculture. Such forms, when filled in, must be returned to the Ministry of Agriculture.

6. Upon receipt of completed Extra Ordinary Resolution form requesting permission to disband, the Minister of Agriculture may grant permission, after which time agreement on the disposal of the Institutes assets must be made. Assets must be passed on to Charitable Institutions. The B.C. Provincial Women's Institute is such an organization.

7. Upon disbanding, all official records, Minute Books, and a statement of the disposal of funds must be sent to the Provincial Office, 545 Superior Street, Victoria, B.C.



## **DUTIES OF CONVENERS**

Each District Board should appoint from its Directors, one Chairman of Conveners to help educate local conveners and to whom the Provincial Board may refer for such things as errant reports and recommendations for future Provincial Conveners.

### **Institute Convener:—**

Each Branch Institute should appoint a Convener for each Conventership. It is recommended that the Conveners confer with, or act as, members of the program committee to decide the extent to which each Conventership shall be featured in the year's program.

The following duties are suggested as a guide:

1. Understand the function of the committee being convened.
2. Select her own committee members. The local importance of the work will determine the number of members required.
3. Conveners shall, with their committee, prepare a plan of work and carry it into effect.
4. Each convener should receive and read the Provincial, Federated and Associated Country Women Of The World News, to keep herself, and her fellow members informed of the progress being made elsewhere in her field of work.
5. Each Convener shall prepare a report of the year's work, and present it to her Institute's Annual Meeting. Immediately following the meeting, a copy of this report shall be sent to the corresponding District Convener. A copy of this report shall be retained in the Committee's Convener Book.
6. Each Convener shall hand on to her successor all material she has on file, and in her Convener Book.

### **District Institute Convener:—**

These are the same as (1), (2), (3), (4) and (6) suggested duties for the Branch Institute Convener, and in addition, she should receive reports from the Institute Conveners for her Conventership, compile a composite report for the year's work and send a copy to the corresponding Provincial Convener by February 1st of each year.

### **Provincial Convener:—**

1. Understand the function of the committee she convenes.
2. Keep in touch with work being done or being carried on in the various Branch Institutes in the Province.

3. Be ready to help Institute Conveners to understand and accomplish their work.

4. Be prepared to locate information for Institute Conveners.

5. Prepare a report annually from the reports sent in by District Conveners — one copy to National Chairman by April 15th of each year; one copy for her Convener Book; and one copy to her chairman on the Provincial Board.

6. Prepare a report for the Provincial Convention, which should include: (a) a summary of the work done by the Institutes as presented in the reports of the District Institute Conveners. This report to be in the Provincial Office by April 15th of Convention year.

(b) A suggested programme of study or activity for the coming term based on the needs of the Province.

### **CONVENERSHIPS**

The Convenerships are headed by a Provincial Convener appointed by the Provincial Board.

The Convenerships and their functions are:

#### **AGRICULTURE AND CANADIAN INDUSTRIES**

1. To promote rural and urban welfare by the study of production, processing and marketing of agricultural products.

2. To study standards of quality and grading with special emphasis on protective foods' and to encourage the use of CANADIAN PRODUCTS.

3. To study production and marketing of ALL products of all Canadian Industries.

4. To work for home and community beautification programmes by sponsoring and participating in Fall Fairs, flower shows, better garden contests and improvement of local cemeteries, parks and public buildings.

5. To improve standards of rural living by providing leadership and encouragement to young people's projects such as 4-H Clubs and other recreational facilities.

6. To promote soil conservation and study the development, use, and means of conservation of wild birds, animals, flowers, natural vegetation and natural resources.

7. To study and promote the prevention of pollution of the air, land and waters in the Province and the Dominion.

8. To study and promote land conservation.

Dates for Report submissions are, District January 1st; Provincial February 1st; National April 15 of each year.



### **CITIZENSHIP AND EDUCATION**

1. To stimulate the members to study forms of government and current problems confronting their own District, Province and Dominion.

2. To develop broader understanding of the principles of democratic citizenship with emphasis on the obligations of the individual under responsible government.

3. To help new immigrants to adjust to the Canadian way of life and to become useful Canadian citizens.

4. To promote educational programmes which will lead youth and adults to participate more intelligently in public affairs.

5. To study existing laws and seek improved legislation dealing with those in need and with youthful offenders.

6. To seek legislation which increases the legal rights of women and the welfare of minors.

7. To develop interest in all functions of the local school and school District.

8. To study the life-styles of other Canadians.

9. To encourage Canadian Pen Pals.

10. To promote participation in the projects of the Federated Women's Institute of Canada.

Dates for report submissions are, District January 1st; Provincial February 1st; National April 15; of each year.

### **HEALTH AND SOCIAL WELFARE**

1. To promote the study of health and take action in the establishment of health facilities, preventive measures, medical and dental services and community sanitation.

2. To study all welfare programmes with emphasis on better housing for senior citizens and improved extended care for the aged.

3. To study and take active interest in Mental Health Canada.

4. To co-operate with Provincial and other welfare organizations for benefit of all.

Dates for Report Submission — District January 1; Provincial February 1; National April 15; of each year.

### **CONSUMER AFFAIRS AND HOME ECONOMICS**

1. To raise the standard of home-making by study and application.

2. To develop work in, and obtain greater knowledge of,

clothing, textiles, construction of garments, remodelling, care and wise buying of textiles.

3. To promote:

- (a) the study of foods and nutrition,
- (b) the feeding of the family for optimum health,
- (c) the choosing, preparation and serving of foods,
- (d) housing, home management, house planning and furnishing,
- (e) sanitation
- (f) the organizing of housework and care of furnishings.

4. To promote by study and participation, price controls on foods and other essential commodities for the home, economics of the home, account keeping and budgeting.

5. To sponsor Home Arts 4-H Clubs.

Dates for report submission are: District January 1st; Provincial February 1st; National April 15 of each year.

### **INTERNATIONAL AFFAIRS**

1. To study the work of the United Nations and its specialized agencies, and support all United Nations projects.

2. To encourage membership in the United Nations Association, study and understand its function.

3. To promote participation in Exchange programmes, pen pals, adoptees, and link contacts in other lands.

4. To encourage Institutes to have programmes using speakers, films, slides, etc. and study these topics.

5. To promote participation in the projects of the Associated Country Women of the World.

Dates for report submission are: District, January 1st; Provincial, February 1st; National, April 15 of each year.

### **CULTURAL ACTIVITIES**

1. Recreation

2. Handicrafts and their study

3. Music: instrument, band and vocal

4. Art: painting, sketching, sculpture

5. Literature: poetry, fiction, non-fiction; promote Canada Book Week; help with libraries

6. Drama: skits, plays, public speaking, monologues

7. Creative Writing: poetry, stories, plays, children's books, etc.

8. Parades

Dates for report submission are: District, January 1st; Provincial, February 1st; National April 15 of each year.



## **PUBLIC RELATIONS**

Public Relations endeavours to provide a medium of communication between Women's Institutes at all levels and the public by publication of activities, projects and accomplishments in the Institute News, on radio, television and local and Provincial News Publications.

## **NEWS**

The official B.C. Women's Institute publication is the monthly "B.C. Women's Institute News", compiled by the Editor from news supplied by the local and District Publicity Conveners through the Provincial Publicity Convener. The President, Secretary-Treasurer, Board members and Provincial Conveners also contribute. It is the principal means of conveying information of all levels of Women's Institute work to the B.C. Women's Institute members.

## **PUBLICATIONS**

B.C. Women's Institute's have to their credit two books, "Adventures in Cooking" and "Modern Pioneers".

Adventures in Cooking is their beautiful cook book and history of the Women's Institute Districts of B.C. This was published in 1958 to commemorate our Centennial Year.

"Modern Pioneers" is a complete history of the Women's Institute movement from its beginning and tells the story of fifty years of achievement in B.C. It gives detailed information of each Women's Institute District in B.C., is profusely illustrated and will provide a wealth of information for W.I. conscious women. Each Women's Institute member in B.C. should own a copy.

## **PUBLIC RELATIONS PROJECT**

Sets of slides have been compiled accompanied by commentaries on the history, activities and achievements of the B.C. Women's Institute. These projects may be obtained from the Provincial W.I. Secretary-Treasurer for use by the local branches for showings to both internal and external groups. They are of value to show groups such as Chambers of Commerce, Youth groups, and outside organizations to acquaint the public of the work of the B.C. Women's Institutes.

The motto is "**Spread the Word**" so others will know our contribution and our work to the well being of B.C.

## **RESOLUTIONS**

The function of the Resolution Committee is to receive resolutions, edit them and present them to the appropriate body.

### **How to Draft a Resolution:—**

A formal resolution consists of two parts, a preamble or introduction, which sets forth the reason for the Resolution, and the body which contains the Resolution proper. A Resolution is stated in the following manner:

“Whereas this community at present possesses no suitable hall in which public meetings may be held; and

Whereas such a hall would be of great advantage to this community, not only as a place for holding meetings but as a social centre for the community, with library, reading rooms and facilities for recreation;

Therefore, be it resolved:

That a committee of five be named by the Chairman to find out possible sites for such a hall with the cost of the same and obtain plans for a building to cost no more than \$4,000.00

### **General Information Resolutions:—**

On matters of local interest, an Institute or group of Institutes is allowed to present its own resolutions to the proper authorities. The Provincial Board will consider resolutions of a local nature when they are concerned with a department of the Government. This prevents unwise resolutions from being presented.

After a resolution has been passed by the Institute, the District Institute and the Provincial Board, it becomes the responsibility of each of these groups to keep an accurate record of both the resolution and its origin in order that it may be sent back for revision or reference when necessary.

Resolutions about general or national problems are intended to crystallize public opinion and the mover of such a resolution should be careful to include with it all relevant material for the benefit of the District or Provincial Resolutions Committee.

### **Emergency Resolutions:—**

An emergency Resolution is of Provincial, National or International importance. When formulated because of unusual necessity or urgency, it may be presented to a District Convention, but should also be forwarded immediately to the Provincial President, who will at once



circularize to the Directors of the Provincial Board for their opinion.

**Extraordinary Resolutions:—**

“Extraordinary resolutions” means a resolution passed by a majority of such members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose the resolution as an extraordinary resolution has been duly given, such majority being two-thirds.

An extraordinary Resolution is necessary to make a change in Constitution or By-Laws, and it is required that it be presented on a form obtainable from the B.C. Ministry of Agriculture.

**Resolutions:—**

Resolutions shall be sent from the Institutes to a District Resolutions Convener at least six weeks prior to the District Annual Meeting and circulated by the District Convener or Secretary-Treasurer, to the Institutes at least one month prior to the District Women's Institute Annual Meeting. Resolutions of National or Provincial importance shall, if approved be forwarded to the Provincial Resolutions Convener and at the discretion of the Provincial Board shall be dealt with immediately or held for consideration at the Triennial Convention of the British Columbia Provincial Women's Institutes.

The Resolutions Committee can well be chosen a year or six months ahead, and arrangements made for the resolutions to be sent to the committee at least six weeks prior to the District Meeting. This enables them to go over the resolutions, incorporate like resolutions into one main resolution, get information on unfamiliar ones, throw out any that contravene the aims and objects or rules and regulations. The final draft of the resolutions can then be prepared and sent out to the individual Institutes for their consideration before the meeting. Districts are urged to do their own stencilling and mimeographing whenever possible.

The Chairman of the Resolutions Committee reads each resolution and may, if she desires, move each one. The President then asks for a seconder, or a mover and a seconder. There can be no discussion on a resolution until it is moved and seconded. If no one wishes to move and second the resolution from the floor it must be thrown out.

A resolution may be amended,. An amendment means the resolution may be added to or subtracted from but the basic intent of the resolution must not be changed.

The procedure for dealing with amendments is as follows:

- (1) it must be moved and seconded before discussion
- (2) the amendment is voted on first (before the resolution)
- (3) if the amendment is carried, the original motion, **as amended** is then voted upon
- (4) if the amendment is defeated the original motion only is voted upon.

Only one amendment per resolution is desirable because more than one confuses the issue. If a motion requires more than one amendment it really should be thrown out.

#### **GUIDELINES FOR SUBMISSION OF RESOLUTIONS**

1. A successor always appointed with the Convener, to work with Convener in the interests of continuity.
2. A committee of 3 (convener, successor and 1 other) to select and refine resolutions for the Provincial Convention.
3. Any resolutions not accompanied by background material will be returned.
4. All District resolutions must be signed by the President and Secretary of the District and must include the date of endorsement.

**First Year:**— Local to District for endorsement at Spring Conference and thence to Provincial Convener immediately. Provincial Convener to study and forward to Provincial Board any she feels warrant immediate attention — the rest to go into a file from which would be selected those for the next Triennium. Districts to be informed of disposition.

**Second Year:**— Same procedure as first year. This takes us to July 1st of second year. From this date (July 1 of second year) until January 1st of third year (Triennium year) any Institute may send resolutions directly to the Provincial Convener to be, as previously, treated immediately or filed for the Triennium.

All such Resolutions must be signed by mover and seconder and dated as to endorsement.

**Third Year:**— Procedure for preparing resolutions for Triennium.

1. Committee receive copies of resolutions by February 1st from Provincial Convener.
2. Committee studies these, makes corrections and decides selection.
3. Committee meets together before February 15th to make final selection, word correction and/or combination for presentation to the Board at its Spring meeting.



4. Convener presents to Board two copies of resolutions.
    - (a) Those selected for presentation.
    - (b) those rejected by committee with reasons for rejection. These to be mailed to the Board members so they will have time to study them before Spring Board meeting.
  5. Board to make final decision as it sees fit and inform Convener.
  6. Office forwards list of resolutions to W.I.'s as usual.
  7. Between April and June, Convener and committee may obtain as much additional background information as possible on selected resolutions.
  8. Sponsoring Institute or District be informed they must have a spokesman for any resolution submitted by them.
  9. Convener writes a report for Conference Kits by April 15th.
  10. Convener presents and moves resolutions, and speaks on the same if necessary.
  11. Board Officer chairs discussion session. Discussion rules should be decided by Board before session.
  12. Secunder speaks to the resolution for a maximum of two minutes. Following this there will be 2 pro speakers and 3 con speakers. Each speaker is limited to one minute and once only. The Secunder is allowed one minute for closure of discussion. Only one amendment is allowed to a resolution.
- Final date of submission to Provincial Convener is January 1st of Convention year.

### **COMMITTEES AT ALL LEVELS**

If business is introduced by a committee report, it should be brought before the meeting in the form of a motion. There are three types of committees, namely:

1. Convener Committees.
2. Special Committee (Ad HOC Committee) which may be of two types, one elected for a short time, or one elected to act until a certain project is complete.
3. Committee of the whole.

The Convener Committees are Agriculture and Canadian Industries, Citizenship and Education, Cultural and Leisure Activities, Health and Social Welfare, Consumer Affairs and Home Economics, Public Relations, International Affairs and Resolutions.

**Special Committees:—**

Members of a Special Committee may be elected by the membership or appointed by the President, after their appointment has been authorized by the assembly. The authority and responsibility of the committee should be stated. The work of a committee must be approved by a meeting of the Institute before it is legally binding. The committee has no power to add to its numbers except when otherwise stated. If a Chairman is not specified, the first-named person is the Chairman and presides at the committee meetings unless a majority vote of the committee should elect another.

The Chairman of a committee votes only to break a tie. The President, by virtue of her office, is a member ex-officio, of all committees. If elected to a committee she then carries a vote.

**Committee of the Whole:—**

When by a motion of a member of the Institute, the members present at the meeting become a committee of the whole, the President appoints a member to take her place and she leaves the Chair. The President may then, as may all other members take part in the discussion. A report should be formulated, the President returns to the Chair and the Chairman pro tem gives the report.

**REPORTS OF COMMITTEES**

Reports of committees are made at a meeting of the Institute by the Convener of the committee. A written report signed by the entire committee, or by the name and title of the convener of the committee should be given to the Secretary.

The Convener should present the report to the meeting thus: "Madam President, the committee on \_\_\_\_\_ submits the following report."

There are three types of reports submitted by committees:

- (1) Summary of work done
- (2) Recommendations
- (3) Work done and recommendations

If a report is of either (2) or (3) type, the Convener should move its adoption after reading the report. Another member of the committee should second the motion. If the report embodies only a record of work done, without any recommendations, its acceptance should be moved and seconded by members who are not on the committee. When



a report contains a series of recommendations, each is dealt with separately. When the report of a committee is finally made and dealt with, the committee is dismissed.

If no comments are made and the report carries no recommendations, the Chairman may say: "Is there any discussion?" (Pauses) "If there is no objection, this report will be accepted as read." This is receiving a report by silent consent.

The Courtesy Committee sums up the thanks of the meeting to all those who contributed to the success of the day — to the visiting speakers, to the hostess Institute or Institutes, to the Decorations Committee, to those who supplied refreshments and to the retiring officers, etc. No member of the hostess Institute is named on the Courtesy Committee.

## CONSTITUTION

We, the undersigned, hereby declare that we desire to form an Institute under the "Farmers' and Women's Institutes Act, R.S. 1960, and that:—

1. The name of the Institute is " ..... Institute."
2. The objects of the Institute are:—
  - (a) To improve conditions of rural life, so that settlement may be permanent and prosperous:
  - (b) To promote the theory and practice of agriculture:
  - (c) To arrange on behalf of its members for the purchase, distribution, or sale of commodities, supplies, or products, and generally to act on their behalf in all matters incidental to agricultural pursuits:
  - (d) To promote home economics, public health, and child welfare, education, and better schools.
3. The operations of the Institute are to be chiefly carried on in .....

## BY-LAWS

Of .....Institute.

### 1. Aims and Objects:—

The aims and objects of the Institute are:—

- (a) To improve conditions of rural life, so that settlement may be permanent and prosperous:
- (b) To promote the theory and practice of agriculture:
- (c) To arrange on behalf of its members for the purchase, distribution, or sale of commodities, supplies, or products, and generally to act on their behalf in all matters incidental to agricultural pursuits:
- (d) To promote home economics, public health, and child welfare, education, and better schools.

2. **Funds:**— The funds of the Institute shall be devoted solely to the promotion of these objects.

3. **Membership:**— The members of the Institute shall be the subscribers of the constitution and the persons admitted to membership in accordance with these by-laws.

Every person desiring to become a member of the Institute shall, if required, apply in writing to the Secretary, and be proposed and seconded by two members in good standing,



and shall in the application agree to conform to and abide by the by-laws of the Institute and the Rules and Regulations made pursuant to the "Farmers' and Women's Institutes Act, 1956."

**4. Election to Membership:**— Every application for membership shall be voted upon at the next general meeting of the Institute, and a majority of the members present shall have power to elect.

**5. Membership Fees:**— Each member shall pay an annual fee of not less than 50 cents, and upon payment of such sum shall be enrolled on the membership of the Institute.

**6. Withdrawal of Members:**— A member not in arrears may withdraw from membership by giving notice in writing to the Secretary of the Institute, and every withdrawal shall be reported to the next general meeting of the Institute.

**7. Expulsion of Members:**— The Institute may expel from membership, upon a three-fourths majority vote of the members of the Institute, any member against whom a charge has been preferred of conduct detrimental to the Institute. The charge shall be in writing signed by at least two members in good standing, and the member against whom the charge has been made shall be given at least two weeks notice in writing of the time and place when and where the matter will be considered by the Institute.

**8. Directors and Officers:**—

(a) There shall be five Directors until the membership exceeds 100, when there shall be an additional Director elected for every twenty members over 100, but not exceeding ten in number.

(b) The Directors shall be elected by ballot at the annual general meeting, and, if the meeting so resolves, the members shall mark their ballots for the President and one or more Vice-Presidents, otherwise the Directors shall elect from their body the President and one or more Vice-Presidents.

(c) The Directors may appoint a Secretary (and) Treasurer (who may be Directors), but their remuneration (if any) shall be determined by the Institute in general meeting.

(d) The President shall preside at all meetings of the Directors and of the Institute, and when she is absent, or unable or unwilling to act, a Vice-President shall act in her stead.

(e) Casual vacancies among the Officers or Directors shall be filled by the remaining Directors until the next general meeting, and the Superintendent of Institutes, Parliament Buildings, Victoria, British Columbia, shall be notified of all changes.

(f) In any case where the Secretary (or) Treasurer ceases to act, the President or Vice-President shall perform her duties until the vacancy is filled.

(g) The quorum at a meeting of Directors shall be not less than half the total number of Directors; a fraction to count as a whole. The Secretary (and) Treasurer shall not be entitled to vote at any Directors' meeting unless they are also Directors.

(h) The Directors shall have control of the affairs of the Institute, and shall outline the work and the policy of the same, and duly present such policy to the members for approval.

(i) The Directors may appoint sub-committees, or delegate any of their powers to committees composed of members of the Institute, who shall conform to any regulations imposed on them by the Directors.

**9. Duties of Secretary:—**

(a) The Secretary shall give notice of and call meetings of the Directors and the Institute upon the authority of the President or any two Officers or Directors.

(b) Shall keep minutes of the proceedings at all meetings.

(c) Shall conduct correspondence in the name of the Institute.

(d) Shall keep a register of the members, with their names and addresses, and a mailing-list of members for literature, programmes, etc.

(e) Shall, on instruction from the Directors, prepare the annual report, and within ten days after the annual meeting shall send a copy, with copies of the Directors' and financial reports, to the Superintendent, and also a list of the new Officers and Directors.

(f) Shall prepare and forward returns for the Superintendent on such forms as may be supplied by the Superintendent.

**10. Duties of Treasurer:—**

The Treasurer or, if there is no such officer, the Secretary of the Institute shall account for all moneys paid or received



by the Institute, and present a monthly report thereof to the members in meeting assembled, but no disbursements shall be made without the sanction of the Directors. She shall prepare the annual financial statement of the Institute, made up to the end of the fiscal year.

**11. Annual Meeting:—**

(a) The annual meeting of the Institute shall be held not later than one month after the end of the fiscal year.

(b) Seven clear days' notice in writing of the date, time, and place of every annual general meeting shall be given to every member at her recorded address, and advertisement of the meeting shall, if the Directors deem advisable, be also given by poster and in a local newspaper.

(c) At annual meetings the quorum shall be at least five members present in person throughout the proceedings.

(d) No member shall be elected to any office or vote at any annual meeting if her membership fee has not been paid.

(e) If an annual meeting is not held on the day specified in the notice calling it, it shall stand adjourned to the same day in the following week at the same time and place, and if it be not then held the Directors shall call a fresh meeting.

(f) The Directors shall present at the annual meeting a written report of the affairs of the Institute for the past year, stating in particular the number of meetings of the Institute, the attendance at each, the number of papers read and addresses delivered, and accompanied by a financial statement to December 31st, duly audited and certified by the Auditors.

(g) The order of proceedings at an annual meeting shall, according to circumstances, be as follows:—

- (a) Meeting to be called to order:
- (b) Notice convening meeting to be read:
- (c) Minutes of preceding meeting to be read and disposed of:
- (d) Business arising out of minutes:
- (e) Reports of standing and special committees:
- (f) Reports of Directors and Auditors:
- (g) Election of Directors and Auditors:
- (h) Special business:
- (i) Unfinished business:
- (j) New business.

**12. Auditors and Delegates:—**

At the annual meeting the Institute shall elect two Auditors and shall elect one or more delegates to represent the Institute at any meeting of the District Institute.

**13. Borrowing Power:—**

The Directors shall not borrow moneys in the name of the Institute without the consent of a general meeting.

**14. Custody of Seal, Records, and other Books of the Institute:—**

The seal, records, and other books of the Institute shall be in the custody of the Secretary, and the records and books shall at all times be open to inspection by the Superintendent of Institutes and the Directors or by any person appointed by the Superintendent. The records and books of the Institute may be inspected by members at the close of any general meeting. The seal shall only be used with the authority of the Directors.

**15. Amendment of By-Laws:—**

These By-laws may not be altered or added to except by an extraordinary resolution of the Institute.

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

19\_\_\_\_\_

**CONSTITUTION AND BY-LAWS OF THE  
DISTRICT WOMEN'S INSTITUTE**

The Women's Institutes of the Province of British Columbia have sixteen districts:

Bulkley-Tweedsmuir, Cariboo, Central Interior, North Fraser Valley, Douglas (South-West Fraser), Hopeline (South-East Fraser), Kamloops, Kettle River, East & West Kootenay, North Okanagan-Shuswap, South Okanagan and Similkameen, Peace River, North Thompson, North Vancouver Island, South Vancouver Island.

**CONSTITUTION**

1. The name of the District Women's Institute shall be \_\_\_\_\_ District Women's Institute.

2. The objects of this District Women's Institute shall be:

(a) to promote the welfare, supplement the efforts and



increase the usefulness of the Women's Institutes within the District.

(b) to extend the work to new centres; arrange for District Women's Institute meetings and establish a co-operative educational programme for the District,

(c) to co-ordinate the work and plans of the several Women's Institutes within the District and to be liaison between the Branch Women's Institute and the British Columbia Women's Institute, and to promote international good will,

(d) to raise funds by levy upon the Women's Institutes in the District, as approved by the delegates at the District Women's Institute Annual Meeting, and also by other means; to arrange on behalf of its members for the purchase, distribution or sale of commodities, supplies and products, and generally to act on their behalf in all matters incidental to their aims and objects.

(e) to arrange for the District Women's Institute Annual Meeting.

3. The operation of the District Women's Institute are to be carried on in .....

### **BY-LAWS**

1. **Aims and objects:**— The aims and objects are the same as set forth in the Constitution.

2. **Funds:**— The funds of the District Institute shall be devoted solely to the promotion of these objects.

3. **Membership:**— The membership of the District Women's Institute shall be the members in good standing of the several Women's Institutes within the District.

4. **Administration:**— The administration of the District Women's Institute shall be vested in:

(a) The District Women's Institute Annual meeting.

(b) The District Women's Institute Board.

5. **Fees:**— Each Women's Institute within the District shall pay to the District Secretary-Treasurer an affiliation fee, the amount of which shall be determined by the delegates assembled at the District Women's Institute Annual meeting, and such fee shall be due and payable immediately following the Women's Institute Annual Meeting.

**6. Directors and Officers:—**

(a) There shall be a District Institute Board of five Directors, who shall be elected by ballot at the District Annual Meeting, and, if the meeting so resolves, the members shall mark their ballots for the President and one or more Vice-Presidents, otherwise the Directors shall elect from their body the President and one or more Vice-Presidents.

(b) The Directors may appoint a Secretary-Treasurer who may or may not be a Director, and her remuneration, if any, shall be determined by the delegates to the District Women's Institute Annual Meeting.

(c) The President shall preside at all meetings of the Directors and at the District Annual Meeting, and when she is absent, or unable or unwilling to act, a Vice-President shall act in her stead.

(d) Casual vacancies among the Officers or Directors shall be filled by the remaining Directors until the next District Women's Institute Annual Meeting, and the Secretary-Treasurer of the British Columbia Provincial Women's Institute shall be notified of all changes among the Officers or Directors.

(e) In case the Secretary (or) Treasurer ceases to act, the President or Vice-President shall perform her duties until the vacancy is filled.

(f) The quorum at a meeting of Directors shall be not less than half the total number of Directors; a fraction shall count as a whole. The Secretary (and) Treasurer shall not be entitled to vote at any Directors' meeting unless she is also a director.

(g) The Directors shall have control of the affairs of the District Women's Institute, and shall outline a programme of work for the ensuing year and duly present such programme to the members for approval.

(h) The Directors may appoint conveners and sub-committees, or delegate any of their powers to committees composed of members of the District Women's Institute, who shall conform to any regulations imposed on them by the Directors.

**7. Duties of Secretary-Treasurer:—**

(a) The Secretary-Treasurer shall give notice of and call meetings of the Directors upon the authority of the



President or any two Officers or Directors;

(b) shall keep minutes of the proceedings at all meetings;

(c) shall conduct correspondence in the name of the District Women's Institute;

(d) shall keep a mailing list of the Institutes within the District Women's Institute, with the names of the President and the Secretary of each Institute and their addresses;

(e) shall, on instruction from the Directors, prepare the Annual report, and shall also send a list of the new Officers and Directors to the Provincial Secretary-Treasurer of the British Columbia Provincial Women's Institute;

(f) shall keep an accurate account of all receipts and disbursements, and shall prepare the books of account for audit at the end of the fiscal year, and present the audited statement to the District Board and to the District Women's Institute Annual Meeting.

(g) The retiring Secretary-Treasurer shall deliver to her successor, within one month from the time of the appointment of her successor, a full and complete report on the affairs of the District, and shall turn over all monies, vouchers, bonds, books and papers of the District, together with an audited financial statement of all transactions up to the date upon which she ceased to hold office.

(h) The Secretary-Treasurer may hold a petty cash account, the amount of which shall be determined by the Directors, and the balance of the funds of the District Women's Institute shall be deposited in a chartered bank to be withdrawn only upon the signature of the President and the Secretary-Treasurer.

#### **8. Finances:—**

(a) The fiscal year of the District Women's Institute shall terminate at least thirty days before the date of the District Women's Institute Annual Meeting.

(b) The Directors shall not borrow monies in the name of the District Women's Institute without the consent of a general meeting.

#### **9. Meetings:—**

(a) The District Women's Institute Board of Directors shall meet at least twice yearly and more often as business

requires, and adequate notice shall be given of each meeting of the District Women's Institute Board.

(b) The District Annual Meeting shall take place at a time to be determined by the Directors and six weeks' notice in writing shall be given to:

1. Each Institute Secretary,
2. The Provincial Women's Institute President,
3. The Provincial Secretary-Treasurer.

(c) The President or any two Directors may direct the Secretary to call a special meeting of the District Women's Institute Board.

(d) The District Women's Institute Board may call committee conveners, and, or a representative from each Institute to attend meetings of the District Board.

(e) No member shall be elected to office or vote at any District Women's Institute Annual Meeting if the affiliation fee for her Institute has not been paid.

(f) The District President shall present at the Annual Meeting a written report of the affairs of the Women's Institute for the past year, stating in particular the number of Director's meetings and the attendance at each.

**10. Auditors:—** The Annual Meeting of the District Women's Institute shall appoint an auditor or auditors.

**11. Delegates:—** The District Annual Meeting shall elect one or more delegates to represent the District Women's Institute at any meeting where District representation is required.

**12. Quorum:—**

(a) The quorum for a meeting of the District Directors shall be one half of the Directors, a fraction to count as a whole.

(b) The quorum for a District Women's Institute Annual Meeting shall be one half of the Institutes in the District at the time of the meeting.

**13. Parliamentary Law:—** "Robert's Rules of Order" shall be the authority for all questions of parliamentary law not covered by this Constitution and By-Laws, the Rules and Regulations set up under the Farmers' and Women's Institutes Act, 1956, and Amendments, 1961.

**14. To Amend the Constitution and By-Laws:—** The Constitution or By-Laws of the District Women's Institute



may be amended only by Extraordinary Resolution of the Institutes at their District Women's Institute Annual Meeting, and notice of the proposed amendment shall be mailed to each member Institute two months prior to the meeting, and a copy sent to the Provincial Secretary-Treasurer. The amendment, when passed, must be forwarded to the Minister of Agriculture, and a copy sent to the Provincial Secretary-Treasurer.

### **REGULATIONS FOR WOMEN'S DISTRICT INSTITUTES**

(Regulations numbered 3 and 5 prescribed for Women's Institutes shall apply to Women's District Institutes.)

1. The several Women's Institutes within any portion of the Province designated as a district by the Minister may organize a Women's District Institute.

2. Each Women's District Institute may meet at such times and places in its district as it thinks fit to discuss and promote the objects of Women's Institutes and to co-ordinate the work of the Women's Institutes in its district.

3. Each Women's Institute in a district may at any general meeting elect a delegate to represent it at any convention of the Women's District Institute. Such elected delegate only shall be entitled to vote at a meeting of the Women's District Institute; but any member in good standing of a Women's Institute may be present at a meeting and be elected or appointed to office in the Women's District Institute.

4. There shall be a Board of five Directors for each Women's District Institute (hereafter referred to as the "District Board"). The officers shall be the President, one or more Vice-Presidents, and the Secretary (and) Treasurer.

5. The District Board shall be elected by ballot annually or at each meeting of the Women's District Institute, whichever period is the longer, and if the meeting so resolves the delegates shall mark their ballots for the President and one or more Vice-Presidents, otherwise the Board shall elect these officers from their body.

6. The District Board may appoint a Secretary (and) Treasurer who may be a member of the Board.

7. The District Board may meet at such times and places within the district as may be necessary for the work of the District Institute. The quorum shall be three.

8. The quorum for the Women's District Institute shall be one half the number of the Women's Institutes in the district at the time of the District Meeting.

### **GUIDELINES TO DISTRICT PRESIDENTS ON PROCEDURE FOR PROVINCIAL BOARD REPRESENTATIVES VISIT**

1. When the Provincial President advises you who your Provincial Board Representative is, write her a letter of invitation promptly.

2. Since your Provincial Representative is travelling at Provincial Institute expense, be sure you permit her an adequate amount of time to speak. (30 minutes +). She should be your special speaker and take precedence in time over other speakers.

3. Arrange hospitality, accomodation, supplementary transportation and adequate directions if she is driving.

4. If your District has special questions to ask, do so.

5. Provide an official hostess (your Board members are busy).

6. Advise your official Provincial Board Representative of the topic you wish her to speak on, and any other duties you expect of her.

7. If possible, arrange media coverage.

### **CONSTITUTION AND BY-LAWS OF THE BRITISH COLUMBIA PROVINCIAL WOMEN'S INSTITUTE**

All local and District Women's Institutes within the province of British Columbia constitute the British Columbia Provincial Women's Institute.

#### **CONSTITUTION**

1. The name of this Provincial Women's Institute is "The British Columbia Provincial Women's Institute."



2. The objects are:

- (a) to guide and co-ordinate the work of Women's Institutes and District Institutes within the province of British Columbia;
- (b) to co-operate with other Provincial bodies; the Federated Women's Institute of Canada and the Associated Country Women of the World;
- (c) through it's Board of Directors to inform the Minister on all matters within the scope of Women's Institutes under this act.

3. The operations of the British Columbia Women's Institute are to be chiefly carried on in the province of British Columbia.

4. The board of directors of the British Columbia Provincial Women's Institute shall:

- (a) consist of not less than 6 and not more than 10 members,
- (b) be elected at the Provincial convention or, when a position becomes vacant, shall be appointed by the remaining directors of the board, and
- (c) on election hold office for one term, as defined in the by-laws of the Provincial Women's Institute, and on appointment hold office until the election of a new board of directors.

1. **Objects** (same as above).

2. **Funds** — The funds of the British Columbia Provincial Women's Institute shall be devoted solely to the promotion of these objects.

3. **Membership** — The members of the British Columbia Provincial Women's Institute shall be members in good standing of the several Women's Institutes in the province.

4. **Requirements** — This organization shall be strictly non-partisan, non-sectarian and non-racial in every phase of it's work.

5. **Administration** — The administration of the British Columbia Provincial Women's Institute shall be vested in:

- a) the Provincial Convention
- b) the Provincial Board of Directors.

6. **Membership Fees**—

- (a) Each Women's Institute shall contribute on a per capita basis toward the administrative expense of the British Columbia Women's Institute such per capita

payment to constitute a fee and to be decided upon by the Provincial Convention.

(b) Per capita dues are payable to the Provincial office immediately following the Annual meeting of an Institute and at any time during the current year, and membership cards issued qualifies a member to be in good standing at all levels of Institute involvement.

(c) No Institute shall be entitled to vote at the Provincial Convention unless the per capita fee has been paid as set out in the above paragraphs. An Institute in good standing may appoint an accredited delegate from another Institute in its own District to represent it at a Provincial Convention. Such accredited delegates will be allowed to hold voting privileges and vote for one Institute only at the Convention. Registration forms and credentials for such an accredited delegate must be signed by the President and Secretary of the sponsoring Institute.

**Note:** All delegates to a Provincial Convention must also carry a current BCWI membership card.

**7. Directors and Officers—**

(a) The B.C. Provincial Women's Institute shall have a Board of 8 Directors who shall be elected at the Provincial Convention. Said officers shall be:

President

1st Vice-President

2nd Vice-President

5 Directors

The 8 officers shall be known as the B.C. Provincial Women's Institute Board. Only one member may be elected to the Provincial Board from any one District.

(b) The President shall be the Senior Director to the National Board of the Federated Women's Institute of Canada — the 1st Vice-President shall be the Junior Member to the National Board, and the 2nd Vice-President shall be the Alternate Junior Member to the FWIC Board.

(c) The Provincial Board will appoint the B.C. Vice-President to the F.W.I.C. Board. This person to have served during the past National Triennium and be knowledgeable on FWIC matters. Should a vacancy occur in the position of Vice-President to FWIC within-



the first 18 months of term of office, the Provincial Board will have the prerogative to appoint a replacement.

(d) All Directors, except President, 1st and 2nd Vice-Presidents, shall be allowed two terms rather than only one.

(e) The Past President shall remain on the Board as an honorary, non-voting member for one year only.

(f) The Provincial Board shall take office immediately following adjournment of the Provincial Convention at which they were elected and hold office until adjournment of the succeeding Provincial Convention.

(g) It is preferable that nominations for Provincial Directors be for persons who have served during the previous three years as one or more of the following: Provincial Convener or a member of a District Board who has served two terms, these two terms not necessarily consecutively.

(h) The nominations for President, 1st and 2nd Vice-Presidents shall be from Provincial Directors who have served during the past two terms.

(i) The term of office for Provincial Conveners shall be for one term (three years) only.

(j) The officers of the Provincial Board shall each have one vote at meetings of the Provincial Convention. Those votes should be exercised in addition to any vote enjoyed by a delegate of the convention by virtue of her attendance at said convention.

(k) The Provincial Board meeting following the convention shall include the Provincial Conveners and the 16 District Presidents in order to plan the projects for the term.

(l) Board appointees shall serve a yearly term with further terms subject to Board approval.

(m) The remuneration, if any, of the Officers and Directors shall be determined by the Provincial Convention.

(n) Casual vacancies among the Officers may be filled by the remaining Directors until the next Provincial Convention, and notification of all changes shall be given to the Minister.

(o) When the Secretary (and or) Treasurer ceases to act, the President or Vice-Presidents may perform her duties

until the vacancy is filled.

(p) The Directors shall hold an annual meeting in the autumn and may, at their discretion, hold such additional meetings as may be necessary to carry out their duties.

**8 Duties of Officers and Directors:—**

(a) The President shall preside at all meetings of the Provincial Board and when she is absent, or unable or unwilling to act, the 1st Vice-President shall act in her stead. She shall have knowledge of and supervision over the administration of the Provincial Women's Institute; she shall be ex-officio a member of all committees; she shall visit each District during her term of office and shall perform such other duties as are incidental to her office.

(b) The 1st Vice-President of the B.C. Provincial Women's Institute shall be the Junior representative on the Board of the Federated Women's Institute of Canada. She shall make herself conversant with all phases of the work of the British Columbia Provincial Women's Institute and shall act for the President when requested to do so, but shall not change any rule or custom established by the President when acting on her behalf.

(c) The 2nd Vice-President of the B.C. Provincial Women's Institute shall be the Alternate Junior member on the Board of the FWIC.

(d) The Provincial Board shall carry out the policies of the British Columbia Provincial Women's Institute as determined at the Provincial Convention or meetings of the Board and shall have the power to act on matters arising in the period between Provincial Conventions.

(e) The Provincial Board shall have the power to appoint a Finance Committee whose responsibility shall be to prepare an annual budget and estimate of expenses for presentation to the Minister and the Provincial Board.

(f) The Provincial Board shall establish general office policy for the Provincial office and shall decide upon the conduct and operation thereof; shall appoint or dismiss the salaried officials and employees required in the running of the office; shall have the power to fix the salaries and prescribe the duties of such officials and employees.

**9. Committees:—**

(a) The Provincial Board shall have the power to appoint



Provincial Conveners and special committees as required.

(b) The Provincial Board shall appoint the Editor of the official publication, the "British Columbia Women's Institute News", and outline her duties.

**10. Provincial Secretary-Treasurer:—**

(a) The Provincial Secretary-Treasurer, (if a combined office) or the Secretary and Treasurer (if separate offices), shall be bonded for the faithful performance of her duties; shall be responsible for all correspondence and shall manage the Provincial office in accordance with good business practice and in the best interests of the Women's Institute.

(b) She shall keep an accurate account of all receipts and disbursements; of the Trust Funds held for the British Columbia Provincial Women's Institute and shall prepare the books of account for annual audit at the end of the fiscal year, January 31st, and present the audited account to the Minister of Agriculture, the Provincial Board and the Provincial Convention.

(c) Upon authorization from the President, the Secretary-Treasurer shall pay all bills in connection with the services of the Provincial Board to the British Columbia Provincial Women's Institute and the operation and maintenance of the Provincial Office.

(d) Upon termination of her appointment, the Secretary-Treasurer shall prepare and deliver to her successor within one month from the date of the appointment of her successor, a full and complete report on all office business, and shall turn over all monies, vouchers, bonds, books and papers of the British Columbia Women's Institute, together with an audited financial statement of all transactions up to the date upon which she ceased to hold office.

(e) She shall record minutes of all Board and Provincial meetings and perform such other duties as outlined under the Act in sections 8 and 9.

**11. Finances:—**

(a) The fiscal year of this organization shall commence on the 1st day of February in each year and shall terminate on the 31st day of January in the ensuing year.

(b) The Provincial Board shall pay the reasonable expenses of the Directors and representatives when

travelling on business authorized by the President when they attend meetings of the Board, or of the Finance Committee or District Annual meetings.

(c) A statement of expenses incurred must be sent immediately following the meetings attended, to the President, and when approved will be paid.

(d) The Provincial Board may authorize payment of expenses to delegates and (or) representatives to the Provincial Convention, to the National Convention and to the Triennial Convention of the Associated Country Women of the World.

**12. Meetings:—**

(a) The Provincial Convention of the British Columbia Women's Institute shall be held in May or early June and two months' notice shall be given members of the date and place of meeting. Notice shall be given through the official publication of the British Columbia Women's Institute.

(b) At least two weeks' notice shall be given in writing of a meeting of the Provincial Board, except in the case of the meeting held immediately after the Provincial Convention.

**13. Quorum:—**

(a) A quorum at a meeting of Directors shall be not less than five Directors.

(b) The quorum for a Provincial Convention shall not be less than half the representation allowed from the Institute with two-thirds of the Districts represented.

**14. Parliamentary Law:—**

"Robert's Rules of Order" shall be the authority for all questions of Parliamentary law not covered by the Constitution and By-laws, the Regulations set up under the Farmer's and Women's Institute Act, 1956, and Amendment Act, 1961.

**15. To Amend the Constitution:—**

The Constitution and By-Laws of the British Columbia Provincial Women's Institute may be amended only by Extraordinary Resolution of the Institutes at their Provincial Convention, and notice of the proposed amendments shall be mailed to each member Institute two months prior to the Convention, and a copy sent to the Provincial Secretary-Treasurer. The amendment, when passed must be forwarded



to the Minister of Agriculture, and a copy sent to the Provincial Secretary-Treasurer.

### **GUIDE LINES**

1. Regulations numbered 1, 3 and 5 prescribed for Women's Institutes shall apply to the Provincial Women's Institute.

2. The Provincial Women's Institute shall consist of members in good standing of the several Women's Institutes.

3. Each Women's Institute may at any general meeting elect a delegate to represent it at any convention of the Provincial Women's Institute. Such elected delegates only shall be entitled to vote at a convention of the Provincial Women's Institute; but any member in good standing of a Women's Institute Branch may be present at a convention of the Provincial Women's Institute. To be in good standing a member must have paid the annual subscription fee to her Institute Branch and must have received her membership card.

An Institute in good standing, is one that has paid the per capita dues prescribed by the Provincial Women's Institute, sent in one Membership List and two copies of its Annual Report and of its Financial Statement to the Provincial Office, 545 Superior Street, Victoria immediately after the Annual Meeting but not later than Jan. 15 of the following year.

This was implemented to accommodate the change of the fiscal year to January 31.

### **O CANADA**

O Canada! Our home and native land  
True patriot love in all thy sons command.  
With glowing hearts we see thee rise,  
The True North strong and free;  
And stand on guard, O Canada,  
We stand on guard for thee.

Chorus:

O Canada! Glorious and free!  
We stand on guard for life and liberty.  
O Canada! We stand on guard for thee.

### **OPENING ODE**

(Tune: Auld Lang Syne)

A goodly thing it is to meet  
In Friendship's circle bright,  
Where nothing stains the pleasure sweet  
Nor dims the radiant light.  
No unkind word our lips shall pass.  
Nor envy sour the mind,  
But each shall seek the common weal,  
The good of all mankind.

### **THE MARY STEWART COLLECT**

Keep us O Lord from pettiness; let us be  
large in thought, in word and deed.  
Let us be done with fault finding and leave off self seeking.  
May we put away all pretence and meet each other face to  
face, without self pity and without prejudice.  
May we never be hasty in judgment and always generous.  
Teach us to put into action our better impulses straight  
forward and unafraid.  
Let us take time for all things; make us grow calm, serene,  
gentle.  
Grant that we may realize that it is the little things that create  
differences; that in the big things of life we are one.  
And may we strive to touch and know the great human heart  
common to us all, and  
O Lord God let us not forget to be kind.



### **WOMEN'S INSTITUTE GRACE**

(Tune: "The Old Hundred")

We thank Thee, Father for Thy care  
Food, friends and kindliness we share;  
May we forever mindful be  
Of "Home and Country" and of Thee.

### **HYMN OF ALL NATIONS**

This is my song, O God of all the nations,  
A song of peace for land a-far and mine;  
This is my home, the country where my heart is,  
Here are my hopes, my dreams, my holy shrine;  
But other hearts in other lands are beating,  
With hopes and dreams as true and high as mine.

My country's skies are bluer than the ocean,  
And sunlight beams on clover leaf and pine.  
But other lands have sunlight too, and clover,  
And skies are everywhere as blue as mine.  
Oh, hear my song, thou God of all the nations,  
A song peace for their land and for mine.

### **GOD SAVE THE QUEEN**

God save our gracious Queen,  
Long live our noble Queen,  
God save the Queen;  
Send her victorious,  
Happy and glorious,  
Long to reign over us,  
God save the Queen.

Thy choicest gifts in store  
On her be pleased to pour,  
Long may she rein.  
May she defend our laws,  
And ever give us cause  
To sing with heart and voice,  
God save the Queen.

## **ADDITIONAL INFORMATION FOR WOMEN'S INSTITUTES**

### **Award of Merit:—**

The 1962 Provincial Convention voted in favour of having an Award of Merit and a Roll of Honour Book. The B.C. Provincial Board's decision was that the Award of Merit would be presented at the Provincial Convention to a person of outstanding merit and still active in the Institute, and that a Roll of Honour Book record be maintained of persons, whose exceptional contribution to and activity in Institute work, was in the past.

### **Award of Merit Rules:—**

1. A reminder of this award, with Rules, shall go in the January issue of the "B.C. Women's Institute News" in the Provincial Convention year.

2. Nominations for this award must come from an Institute, signed by the President and Secretary of the Institute.

3. Nominations must reach the Provincial Office not later than February 1st in the Provincial Convention year.

4. The person nominated must have made some special contribution to the W.I. on the Provincial level.

5. All possible information must accompany nomination, such as years of membership, regularity of attendance, offices held at all levels, participation in W.I. and other community activities, special achievements, honours received, etc.

6. It is not mandatory to give this award at every Provincial Convention.

7. At the discretion of the Provincial Board more than one such award may be presented in any one term; such to be presented only at a Provincial Convention.

8. Final decision shall rest with the Provincial Board of Directors.

### **Roll of Honour Rules:—**

1. Only names of deceased persons will be inscribed.

2. The person must have made some special contribution to the Women's Institute Provincially.

3. Institutes should be encouraged to inform the Board when such a member dies, so that information can be sought.

### **Women's Institute Funds:—**

1. **Pennies For Friendship:**—Each Institute member, also



a member of Associated Country Women of the World, voluntarily subscribes to the "Pennies For Friendship" Fund, the main support of this organization.

**2. Othoa Scott Trust Fund:—**In 1922, the Institutes responded to an appeal by Mrs. V.S. McLachlan, for financial help for a crippled child, Othoa Scott. Realizing the need for an institution for crippled children, the Institutes spearheaded a campaign that resulted in the building of the Children's Hospital in Vancouver and the Queen Alexandra Hospital on Vancouver Island. With the money that was left over after little Othoa Scott was helped back to health, a trust fund was set up. This fund, now closed, reached its objective of \$10,000.00 in 1946, and the interest on this money, which is invested in bonds, is used every year to help sick and crippled children in the province. Institutes may apply for assistance from this fund. Current donations are being added to interest earned for immediate needs.

Application forms available at the Provincial Office.

**Women's Institute Memorial Fund:—**

This is a continuing fund. In 1946, the B.C. Women's Institutes started the Memorial Scholarship Fund, again set an objective of \$10,000.00 and to achieve this, each Institute was asked to contribute \$100.00. In four years (1949) the minimum objective had been reached and from the interest on this fund, the first scholarship of \$250.00 in Home Economics was awarded to Laura Stowell of Oliver.

By 1953, the Memorial Fund had reached \$12,000.00 and it was decided that there would be sufficient interest to give an additional award, a bursary of \$100.00 in Agriculture to a son or daughter of a W.I. member. This award was given until 1960 when the Biennial Provincial Convention voted to change the bursary to a \$250.00 scholarship in Agriculture.

In 1974, the Memorial Fund was frozen at \$17,600.00. Since then donations have been used for extra scholarships.

The Book of Memories, donated by Mrs. A.A. Shaw, is a list of names of departed Women's Institute members in whose name Branch Institutes have made a donation to the Memorial Fund.

Branch Institutes wishing to make donations in memory of departed members are asked to send: (1) both surname and Christian name (2) if a Life or Charter member (3) date of passing to the Provincial Office. If you wish to have cards sent to next of kin please enclose full name and address.



**4. Emergency Fund:—**

The Emergency Fund was created to help others. In 1948 the Provincial Convention voted to start a fund to aid the Fraser Valley Flood victims. When this emergency was over, surplus money was used to help disaster victims in England, Holland and Ceylon. The money used, generally a donation of not more than \$200.00 is replaced by voluntary contributions from the Institutes.

**5. Adelaide Hoodless Memorial Homestead:—**

The maintenance only of the Homestead will be a continuing project, to which the Provincial Board contributes \$25.00 annually.

**6. Queen Alexandra Hospital for Children:—**

The Institutes who founded this hospital-home-school for children requiring long term treatment, have faithfully supported this institution since its inception, on a voluntary basis. The Comfort Fund, to which our members donate was set up by Miss Brown to buy toys and needy items for the children.

**7. Children's Hospital Fund:—**

This hospital also was founded by the B.C. Women's Institute and remains a continuing project of our Society with donations of money, toys, clothing, etc.

**8. New Children's Hospital Fund:—**

A fund has been set up by the B.C. Women's Institute to assist in the purchase of equipment for the New Children's Hospital now under construction. Donations to this fund are being accepted at the Provincial Office and are encouraged.

**9. Convention Fund:—**

This is maintained chiefly from your per capita, and provides funds to cover the travelling expenses (and in some cases, living expenses also), of delegates, to Provincial, National and Associated Country Women of the World conventions.

10. From time to time appeals are made for contributions to current W.I. projects, such as Northern Expansion. These vary and members are asked to keep informed through the W.I. "News". The Provincial Secretary-Treasurer receives contributions to these projects from the Institutes, holds them in trust, and forwards the yearly amount.

In this manner, our organization is able to make a more significant contribution. All donations to the above funds are to be sent to the Provincial Office (not to the individual projects) with cheques made payable to B.C. Women's Institute.



## **SUGGESTIONS FOR PROGRAMMES**

To avoid troubles and failures, the underlying principle of Institute endeavour is co-operation, and the keynote of success in the Local, District and Provincial Women's Institute is programme planning.

It is recommended that following the annual meeting, each Institute set up a Committee to prepare the programmes for the year, using the best suggestions from buzz groups and from the Conveners, have their programmes printed and distributed to members and other interested women. New members may thus be secured.

A good programme, based on three important factors, — Educational, Social and Community Service is:

1. Based on interests and needs of local Institute Members,
2. Planned in advance with a timetable. A good programme starts on time and ends on time.
3. Well-balanced with variety in methods, subjects and resources, not all business, — not all recreation.
4. Planned to include at least one important local project and might include a new District project on which all Institutes in the District are working.

One person is put in charge of each month's programme, including the Conveners.

### **Planning the monthly programme:**

1. The person in charge (probably convener) chooses her own committee and plans in advance.
2. Decides on theme or purpose and draws up a timetable,
3. Investigates local resources, obtains material required, and speaker if necessary. Material might be pictures, pamphlets, films etc.
4. Makes all necessary arrangements,
5. Plans for membership participation through group discussions, evaluation, music, games, dramatics, folk dances, etc.

**Note:** Successful programmes should be sent to the papers.

## **SUGGESTIONS FOR INSTITUTE MEMBERS**

1. Make new members, or visitors, welcome and show friendliness.
2. Pay your dues when they are due; attend as many

meetings as possible; be on time; accept office when it is your turn.

3. Don't be just a member, be a good member, by taking an active part in Institute activities.

4. An adequate knowledge and use of the Hand-Book and of elementary Parliamentary procedure is desirable. Use Robert's "Rules of Order".

5. Be proud of your organization and be loyal to it by not discussing the private affairs of the organization outside.

**Ideas for roll call:**— Collect empty bottles. Hold silent auctions. Fashion shows. Noting little things that irritate you. Measure a smile for Pennies for Friendship, or a penny an inch of bustline. International dishes. Quilting ideas. Find something humorous in the news. Original verses. Impersonate a favorite personality. Impromptu speeches. (Topics from ideas submitted by members) Baby picture contest. Foreign country, drawn for at one meeting, reported on at the next.

### **FOR WOMEN'S INSTITUTE MEETINGS**

#### **Salutation of the Flag:—**

The member holding the flag stands to the right of the President. The flag is held in both hands; it is tipped to prevent the flag touching the staff and held thus while the salutation is made, the citation read and "The Queen" sung. It is then placed in a holder and remains in an upright position throughout the meeting and the bearer remains silent throughout the ceremony. Standing at attention with arms at sides facing the flag, all repeat:

In purity, fidelity, truth,  
We pledge allegiance  
To Our Queen, Our Country and Our Flag.

#### **A Toast To The Queen:—**

A definite formality should be observed by civilians when a toast to the Queen is proposed:

The Chairman rises, brings the audience to attention, and asks them to rise and drink a toast to Her Majesty. At this moment the audience rises and the Chairman says: "Ladies and Gentlemen, The Queen".

Then and only then, is the glass lifted from the table, held at eye-level for a moment, and then one sip of liquid is taken and the two words, "The Queen", repeated, before the glass is replaced on the table.



## INFORMATION AND REFERENCE

1. To be in good standing, an Institute must send two copies each of its Annual Report and of its Financial Statement, a copy of its List of Members, and its per capita dues based on the present year's membership to the provincial Secretary-Treasurer, immediately after its Annual meeting.

As new members, join their names and per capita must be forwarded to the Provincial Secretary.

2. The Ministry of Agriculture makes the following grants:

(a) A grant towards the expenses of the Provincial Triennial Convention.

(b) An annual grant towards the expense incident to the maintenance and functioning of the Provincial Office, and other expenses incurred in the carrying out of the work of the B.C. Women's Institute Organization.

(c) Loan of Services of the Home Economist section of the Extension Branch of the Ministry of Agriculture when sufficient Home Economist Personnel makes this possible.

Sources where Information, Material, Speakers, may be obtained:—

1. Federal and Provincial Government Departments at Ottawa and Victoria.

2. University of B.C. — the various Faculties and the Extension Department.

3. All public libraries — National, Provincial, urban and local.

4. Film Councils — National, Provincial, University Extension and Local.

5. The press — all papers urban, local, also radio and T.V.

6. Schools and Hospitals.

7. United Nations Office, 2524 Cypress, Vancouver, also literature, films etc., from all public libraries.

### Addresses:—

B.C.W.I. Office —

B.C. Provincial Women's Institute Office,

545 Superior Street,

Victoria, B.C. V8V 1T7

Federated Womens Institute of Canada Office —  
National Secretary,  
Room 28,  
46 Elgin Street,  
Ottawa, Ontario, K1P 5K6

Associated Country Women of the World Office —  
General Secretary,  
50 Warwick Square,  
Victoria, London SW 1V2 AJ  
England.



## NOMINATIONS

A Nominating Committee is a committee set up to prepare a slate of officers. A Nominations Committee is a committee set up to receive names from the membership at large. In both instances, nominations may be made from the floor. Nominations do not need to be seconded. Members of the Nominating Committee or Nominations Committee are not barred from becoming nominees for office.

**Duties of the Nominating or Nominations Committee:—**

1. Make or receive nominations.
2. See that all nominees are willing to stand.
3. Prepare the slate for presentation at the Annual Meeting.
4. Present the list at the Annual Meeting

**Suggestions:—**

1. When drawing up a slate of officers, geographical representation for the District or Province should be a factor in the choice.

2. A small committee, is better than a large one.

3. **Procedure:—**The Nominating or Nominations Committee presents its report in the following manner: "Madam President, the Nominating, (or Nominations) Committee wishes to submit the following persons . . . who allow their names to be submitted for \_\_\_\_\_, for the ensuing year. Respectfully submitted (signed by the committee members)". The Chair asks for a motion accepting the work of the committee, has this seconded and voted on, or may say, "If there is no objection, the work of this committee will be accepted."

**Note:** Before proceeding to elections at Branch level dues must be paid.

## ELECTIONS

The Election Chairman should be a Women's Institute member who is familiar with procedure for the conduct of elections.

**The Election Chairman:—**

1. if not already done, places the voting delegates together; ratifies the delegates, if it is a District Meeting election, by having the Secretary call the name of each

Institute delegate. The delegates should stand when called.

2. declares all offices vacant.

3. calls for a motion for a Secretary for the election, (this is usually the former Secretary.)

4. has the meeting decide the following by a motion:

(a) method of voting. - ballot, show of hands, standing or by voice (aye or no).

(b) plurality or majority vote, - plurality means the greatest number of votes; majority means more than half the vote for one person.

(Where ballots are used, the Chairman asks for their immediate disposal following the election. Provincial Board Directors must be elected by ballot.)

5. appoints scrutineers. At a Provincial Convention, scrutineers will be necessary for all methods of voting.

6. explains:

(a) term of office.

(b) that nominations should be made only if the person named is present or has consented to have her name on the list.

(c) that all nominations should include the full names and addresses of the persons nominated.

7. asks for the report of the Nominating or Nominations Committee. It is advisable that this list be posted so that all members may examine the report before the election takes place.

8. asks for a motion accepting the work of the Nominating or Nominations Committee, has this seconded and voted on, then proceeds with the election.

9. calls for nominations from the floor for each office separately, after she has named the nominee or nominees from the slate for that office, e.g., "The Nominating Committee has named Mrs. John Doe for President. Are there any nominations from the floor for President?" Where a Nominations Committee is used, all nominations must be presented.

"The following names have been submitted to the Nominations Committee for President: Mrs. John Black, Mrs. Robert Green. Are there any further nominations from the floor?" This call must be given 3 times.

10. **closes nominations by:**

(a) declaring nominations closed or



- (b) asking for a motion from the floor. This requires a seconder and a vote.

**Note:** When only one candidate has been named for an office, the following procedure is observed: The Chairman, after asking for further nominations from the floor, 3 times and hearing none, declares the nominations closed and the single nominee elected by acclamation.

11. asks for the vote as per method decided upon.
12. asks the scrutineers for the count.
13. announces the result.

**Note:** The above method is used to elect the remaining positions.

14 checks with the Secretary to see that no officers have been omitted.

15. asks the Secretary to read the full list of elected officers and conveners.

16. asks that each delegate take the list of newly-elected officers, with full names and addresses from the District Annual Meeting back to her Institute.

17. asks the president who has been in office the preceding year to complete the meeting.

**Duties of Scrutineers:—**

1. When voting is by a show of hands or standing vote, count the affirmative and negative votes.
2. When voting is by ballot, distribute the ballots. - keep count.
3. Collect the ballots, - check count.
4. Hand the result of the count to the Chairman, and after receiving authorization from the meeting, destroy the ballots.

**Credentials:—**

Each delegate to a District, Provincial, National or International Conference, should carry a credential card and registration form signed by the President and Secretary of her Institute, or the Institute for which she is an accredited delegate.

## THESE GENERAL RULES SHOULD BE LEFT IN HANDBOOK

### General Rules on Entering any Competition:—

(1) Handbook rules and Winning Ways should be carefully read.

(2) B.C. Women's Institute "News" will carry additional information.

(3) All Provincial, Federated, and Associated Country Women of the World competitions must first be judged (unless otherwise specified) at the District level - even if there be only one entry.

(4) The Provincial Secretary will send to the local Secretary new information as the competitions are formulated. The number of information sheets sent out will correspond to the numbers of handbooks purchased from the Provincial office.

(5) Judges should discuss thoroughly the categories and criteria of the competition before they see any entry. This precaution to make sure they understand and agree before judging exactly what the rules mean.

(6) Two judges at least should be engaged. One judge should be qualified to evaluate design and color, the other to be one experienced in the craft to be judged.

(7) If asked for, proof of material should be included.

(8) Be sure your item is entered in the proper category, or conversely qualifies for the category you wish to enter.

(9) Remember it is important to **Finish Properly**. Wash only if necessary, block the embroidery and finish the edges neatly.

(10) Entries must be of acceptable quality to be forwarded from the Provincial to the Associated Country Women of The World handicraft competition. Such decision to be at the discretion of the Provincial judges.

(11) The winning District entry or entries must be accompanied by the following information: Name of District and Institute. The score card and comment must be included.

(12) Again consult WINNING WAYS.

The above is to help the contestant. Use it as a guide. It is there to insure that all members enter the competition on an equal footing. The main thought isn't always that "We Won" but that "We entered and took part."



## COMPETITIONS

### **ANNIE COLTON SHIELD**

This shield is awarded at each Provincial Conference to the B.C. Women's Institute submitting the best Cultural Activities Report covering the last three year period.

The report may be typed or hand written but care should be taken in its preparation. No report may be more than 1,000 words. Content is most important but appearance is taken into consideration. The green pages of our handbook gives a good definition of things that come under Cultural Activities.

#### **Annie Colton Award Presentation - 20 points.**

1. Appearance - typed (double space) or clearly hand written - 5 points.
2. Title - containing "Annie Colton Award" and "Cultural Activities Report" as well as dates covered - 5 points.
3. Paper - suitable paper, pages stapled and numbered, etc. - 5 points.
4. Have directions as to closing date, sent to B.C. Women's Institute Office, etc. been followed: - 5 points.

#### **Content - 80 points**

1. Introduction - Brief but containing name of Institute, number of members and location - 5 points.
2. Does it stick to Cultural Activities? - 5 points.
3. Does it confine itself to proper period of time (or go back for years?) from convention to convention? - 5 points.
4. Demonstrations and/or speakers on Cultural Activities at meetings - 5 points.
5. Mention of handcraft competitions - local or district - 5 points.
6. Have they entered Provincial, National or Associated Country Women of the World Competitions? - 5 points.
7. Handcrafts - embroidery, pottery, etc. - 5 points.
8. Literature - including Young Canada Book. Week - 5 points.
9. Music - 5 points.
10. Dramas, skits, etc. - 5 points.
11. Painting or art appreciation, art shows - 5 points.

12. Do members teach or take lessons in art, handicrafts, mention learning and workshops? - 5 points.

13. Take part in community activities of Cultural nature - Fall Fairs, Parades, displays, etc. - 5 points.

14. Enter P.N.E. - 5 points.

15. Other - new ideas - 10 points.



## **J & P COATS ANNUAL EMBROIDERY COMPETITION**

A piece of needlework (minimum size 200 square inches) using Coats six strand Embroidery Cotton (use any number of threads) or Pearl Cotton size 5 or 8. Label from thread to be attached to work.

The design may be traditional or modern but must be original. Attach something or show, or tell, how the design was developed. No outside help may be obtained. Institute members only may help.

### **The Entry may be of any of the following:**

1. Wall hanging - complete and mounted on dowels for hanging.
2. Cushion (any shape) - made up with one side open for inspection of reverse. Not to be mounted.
3. Tea cloth - maximum 54 inches, minimum 34 inches.
4. Place mats - set of 4.

Type of needlework - any type may be used, for example: Crewel, counted thread, cross stitch, hardanger, drawn thread, drawn fabric, Swedish darning, Dorset stitchery. Any fabric suitable to the article and to the type of embroidery.

### **RULES:**

1. Any entry that does not comply with the specifications as set out above will be disqualified.
2. All work must have been completed since first of March of the previous year by a member or members only, no outside help.
3. Every member of an Institute may enter one article in this competition for judging at the District level. First, second and third prize winners from each District will then be judged at the Provincial level.
4. Any member winning first prize at the Provincial level and receiving 95 points or more is not eligible to enter the same category in continuing competitions for a period of three years.
5. All entries must be in the hands of the District Board by the closing date for judging. Insure all parcels.
6. District to send in the first, second, and third prize winners' articles to be judged at the provincial level, accompanied by the score sheet.
7. No items may be entered into J & P Coates Competition twice.

### **CLOSING DATES**

District — March 1, Districts arrange own judging.

Provincial — April 1, Send to Provincial Office.

Prize Money — Offered by J & P Coats (Canada) Limited.

Provincial Prizes — first \$25.00, second \$15.00, third \$10.00.

District Prizes — first \$7.00, second \$5.00, third \$3.00.

Score Sheet: Originality of design and interpretation - 40 points, Workmanship - 50 points, Suitability of material - 10 points.



## HANDCRAFT COMPETITIONS

### Quilting

To honor the "Year of the Child" there will be a quilt competition. It will be in two sections:

(A) An appliqued Crib Quilt with matching pillow slip.

#### Rules:

- (a) Size 36"x48".
- (b) Appliques must be suitable for baby.
- (c) Quilt and case must be all hand sewn and hand quilted.
- (d) Colors and material to be the participants choice, but must be suitable for a baby.

(B) An appliqued Childs Quilt

#### Rules:

- (a) Minimum size 54"x75".
- (b) Machine sewing permissable where it doesn't show.
- (c) Quilting must be hand done
- (d) Colors, design and material suitable for a child.

#### Judging:

Workmanship	25 points
Quilting	25 points
Suitability of design and material	25 points
Over-all effect	15 points
Finish	10 points

### Sewing

Competitors will be on their honor to enter the category suited to their knowledge (an experienced seamstress would not enter the beginners category).

Choice of pattern style and fabric design left to seamstress. Type of fabric has been given, to aid in judging garments. No stretch-sew techniques accepted.

#### Beginner

Garment - simple blouse, no set in sleeve (may have extended sleeve)

Techniques required - seams, neckline with fitted facing, hems

Samples required of - dart, slot zipper

Fabric - cotton or blend (no knits)

#### Intermediate

Garment - ladies dress

Techniques required - set in sleeves, collar, crosswise seams, interfacing (woven, flexible), zipper (lapped, machine buttonholes and buttons, darts, pleats, tucks or gathers, pockets, topstitching or decorative trim (6 out of the 10 techniques to be used).

Samples required of 2 techniques not used in pattern.

Fabric - firmly woven (no knits).

#### **Advanced**

Garment - tailored coat (at least  $\frac{3}{4}$  length) or suit with skirt or pants (coat or jacket to be lined).

Techniques required - 6 out of the 10 required in Intermediate class. In addition: bound buttonholes (minimum of 2, or sample), tailored pocket (or sample), tailoring of collar and lapels, waistband on skirt or slacks.

Samples required for 2 techniques of intermediate class not used in pattern.

Fabric - wool or wool blend (no knits).

#### **Scoring:**

District Level - fit on person, suitability of fabric to pattern, color, line of pattern to person, texture; 25 points.

Provincial judges would have to accept District score as they would not see owner in garment for provincial judging).

- Construction (all phases, including cut of fabric, seam finishes, seam joins, hand sewing, finishing, pressing, etc.); 75 points.

Provincial Level - would judge on construction as above.

#### **Closing Dates:**

District - to set own deadline and arrange own judging. Owners would model garments for District judges.

Provincial - March 1, 1981. Entries to be sent to Provincial Office.

FASHION SHOW - Top 3 winners in each category at Provincial level would be presented at Provincial Convention.

Provincial winners will be notified so they may attend the Convention to model their own garment if they so wish.

#### **Basketry**

To honor the theme "Land Use" there will be a competition in Basketry.

#### **Rules:**

(1) Minimum size 6" wide and 3" high



(2) Basket may be any shape the participant chooses, i.e. round, square, oblong, oval.

(3) No dyed materials allowed.

(4) Wild or native materials only to be used - no bought caning.

(5) Materials should be gathered and preserved by the participant

(6) A list of materials used must accompany the basket.

**Judging:**

(1) Materials used	15 points
--------------------	-----------

(2) Usefulness of Basket	20 points
--------------------------	-----------

(3) Design	25 points
------------	-----------

(4) Quality of Finish	40 points
-----------------------	-----------

See your News for further information and closing dates.

### **ACWW TRIENNIAL COMPETITIONS 1977/1980**

This is to inform all Member Societies that there will be three ACWW Competitions in the present Triennium: two for HANDWORK and one for a CHILDREN'S SONG. We hope that all Societies will take part.

1. **Rules of Entry** - Societies are asked to hold a preliminary competition. Three entries may be submitted by each Society for the international competition. All entries must be submitted through the Society of which the entrant is a Member.

2. **Insurance** - This is the decision and responsibility of the Society submitting entries from the time they leave their point of origin until they return.

3. **Announcement of Results** - Will be made before the 16th Triennial Conference, which will be held in May, 1980, in Hamburg, Germany.

4. **Judges** - A panel of judges will be appointed with special knowledge of the subject. Their decision will be final.

5. **Prizes** - First Prize: L30 — Second Prize: L20 — Third Prize: L10.

### **HANDWORK**

1) **A Wall Poster** publicising the ACWW Golden Jubilee, using white and one other colour only. Size limited to 30 cm by 40 cm.

2) **A Book Marker** incorporating ACWW and 1980 in the design, in any media such as fabric, leather, embroidery, etc. Size limited to 5½ cm by 24 cm.

### **WRITTEN WORK**

3) **A Children's Song** as a unison song, accompanied or unaccompanied. Three verses only, with optional refrain; the words in English. The suitability of the words will be taken into account for a performance by a children's choir at the Triennial Conference. The composition may be the work of one or two people.

Each song should be submitted with the full name and address of the composer **and** the name of the ACWW



Member Society. Competitors are advised to keep a copy of their work, but every care will be taken of the songs received. Entries must be written clearly on manuscript paper, with the words of the first verse written under the vocal stave. Send three copies of each entry to facilitate judging (these may be photo copies).

**Copyright:** Composers of songs and their Societies must understand that first publication rights of the prizewinning songs belong to ACWW: this means that none of the songs may be made public in any form of language before the international awards are announced.

Closing date Provincial August 1, 1979.

## MEMORIAL SCHOLARSHIP

### Particulars of Scholarships are:

1. Three scholarships in the amount of Two Hundred and Fifty Dollars (\$250.00) each, will be awarded annually, one for the Faculty of Agriculture and one for the Faculty of Home Economics preferably (including the British Columbia Institute of Technology and any other special university course not available in British Columbia but sponsored by the British Columbia Government). An Institute in good standing must be the sponsoring agent.

2. To be eligible for a scholarship, the student must be the **child of a member** who has been in good standing in an Institute in B.C. continuously for at least the three years immediately prior to the date of application.

3. An application must be accompanied by:

- (a) A letter of recommendation from the Principal of the school or from a Faculty member of the University most recently attended.
- (b) A transcript of the student's most recent marks and class standing from this institution.
- (c) A letter from the student stating his or her ambitions and plans.

4. The scholarships will be awarded by the following payments made to the sponsoring Institute. One Hundred and twenty-five Dollars upon acceptance of Registration at University and One Hundred twenty-five Dollars at Mid Term.

Should there be no applications made on behalf of children of Institute members the Provincial Board will consider applications for any student sponsored by an Institute in good standing.

5. Application forms for the B.C. Women's Institute Memorial Scholarship will be sent upon request by the Provincial Secretary-Treasurer, 545 Superior Street, Victoria, B.C.



## **BRITISH COLUMBIA WOMEN'S INSTITUTE 1971 CENTENNIAL VOCATIONAL BURSARY**

### **Rules and Regulations**

A non-academic bursary of up to \$150. will be made annually.

Bursary shall be available for a student attending any vocational or training school, including arts and crafts, or correspondence course, of her choice, anywhere in the world, providing said school meets with the approval of the Board of Directors of the B.C.W.I.

A B.C. Institute, in good standing, must be the sponsoring agent.

#### **Consideration shall be given to:**

- 1st an applicant who is a member in good standing of at least 3 consecutive years immediately prior to the date of application in any Women's Institute in good standing in British Columbia.
- 2nd the son or daughter of any above mentioned member of any above mentioned Women's Institute.

Applicant must apply in writing, through the sponsoring W.I., to the B.C.W.I. Provincial Office by August 1st (date due at office). If no application is received by that date, then applications shall be accepted by the B.C.W.I. up to January 31st of the following year.

#### **Each application must be accompanied by:**

- (a) a letter of endorsement from the sponsoring W.I.
  - (b) the names and addresses of two references
  - (c) a personal letter stating:
    1. school and course desired
    2. length of course
    3. costs of course
    4. amount of money required
    5. applicant's need of assistance and where applicable (in the case of a young person)
      1. when and where previous schooling
      2. name of principal
      3. final grade completed and grades received
- A printed form to be made available to the applicant.  
Bursary shall be awarded on merit and financial need.

Applicant shall have six months from the respective deadline in which to claim bursary.

Should the bursary not be awarded in any one year, it will be available concurrently with that of the following year.

The Centennial Bursary will be given in one payment only upon proof of registration.

That no applications from the sons or daughters of members for the B.C.W.I. (1971) Centennial Bursary will be considered before January 1 of any year and then only if no W.I. member has applied for it.

### **MAPLE WOMEN'S INSTITUTE SCHOLARSHIP ADMINISTRATIVE REGULATIONS**

The said Scholarship of \$100 is available to students of Women's Institute members of the former Arrow Lakes District as well as the Children of the former Maple Women's Institute members, (forced to locate elsewhere due to the construction of the High Arrow Dam).

In the event no applications are received from either the former Maple Women's Institute members or the New Denver, Needles-Fauquier and Edgewood Inonoaklin Women's Institutes, then this Scholarship may be made available to students of Women's Institute members, in good standing, in the Province of British Columbia.

In the event a scholarship is not applied for in a particular year, the funds shall accumulate to provide one or more scholarships in the following years.

The Provincial Board of the British Columbia Women's Institute will examine all scholarship applications and make the award according to the rules set forth on the "Maple Women's Institute Scholarship" application form.

Application forms may be obtained from the B.C. Provincial Women's Institute, 545 Superior St., Victoria, B.C. V8V 1T7.



## **LIFE MEMBERSHIPS**

### **Life Membership regulations:**

a) Life memberships may be granted to a member of a local Women's Institute by that Institute to honour her for valuable, outstanding and special contributions to (a) the organization and (b) the community. The member for whom the life membership is being requested must be a member of B.C. Women's Institute for at least 20 years, need not be continuous but served in British Columbia, with a record of outstanding service and she must, at the time of application, be a member in good standing in any Women's Institute in British Columbia.

b) The Life Membership must be approved by the Board of Directors of the sponsoring local Institute.

c) Application forms for Life Membership shall be forwarded by the Provincial Secretary Treasurer upon request.

d) Upon receipt of a properly completed application form signed by three executive members of the branch Institute, a money order or cheque for fifteen dollars, and three accompanying letters from the following.

1. The Branch, listing **all** the work done by the nominee,
2. The District W.I. Board endorsing approval of application,
3. A member of the Community, outside the W.I. (and not related to the nominee,) listing the Community Contributions of the nominee. After being approved by the Provincial Board at their Spring or Fall Board Meeting, the Director-in-charge of Life Memberships will forward a Life Membership certificate and pin to the Women's Institute making application.

e) Upon presentation of the Life Membership certificate and pin, the obligation of the sponsoring Women's Institute is concluded, and the member herself must continue to pay her own dues.

f) Providing Life Member is in good standing, she is entitled to have voting privileges in one Institute only.

## **MEMBERS AT LARGE**

### **General Information:—**

Those Women's Institute members who are too remote from a Branch Institute or have their Institute disband, or due to health reasons are unable to attend meetings may become Members at Large.

These members pay their own dues directly to the Provincial office, to be kept in a special fund for per capita purposes. Members at large receive informative mail pertinent to their being members, are entitled to attend conventions, but will not have a vote or be eligible to hold office.

Life Members who find themselves in a situation similar to above may become life members at large, pay their dues to the Provincial Office and their names will be kept on file in the Provincial Office as registered members.

### **Member Pins:**

As soon as a new member joins a Women's Institute she is entitled to purchase and wear the British Columbia Women's Institute pin. As we are affiliated with the Federated Women's Institute of Canada, and the Associated Country Women of the World, she may purchase and wear these pins also. The latter pin is a friendship talisman worn both at home and abroad.

### **Wearing of Pins:—**

Pins should be worn on the left side above the heart. The order of wearing pins is as follows, from the top down.

First - Associated Country Women of the World pin

Second - Federated Womens Institutes of Canada pin

followed by the Provincial or District Officers pin, if you have one,

and lastly member or life member pins.

It is permissible to wear these pins on a strip of felt or ribbon.

It should be remembered at all times, that the Women's Institute pins serve two functions.

First - they are emblems of friendship within our organization.

Secondly - denote the capacity in which a given member is serving.



A Life Membership pin is symbolic of the outstanding service of that member and her Institutes recognition of that outstanding service. All pins should be worn with dignity and pride and never used as jewellery. If you wish to wear the B.C. Women's Institute crest as jewellery, choose from the rings and charms available from the Provincial Office.

**SERVICE BARS:**

After each succeeding ten years of service, service bars denoting the number of years service in British Columbia Women's Institutes, may be ordered from the Provincial Office upon approval from the local institute to which the member belongs. The number of years need not be continuous but served in British Columbia. Each Institute must be responsible for the attachment of these bars. A member may pay for her own service bar but this can be arranged by whatever rule her Institute sets up.

**Note:** Only the officer pins are designed to accomodate the service bars.

Certificates for Individual Members or Branches for 50, 60, 70 or 75 years of Institute membership (in B.C. only) may be obtained upon request from the Provincial Board. These may be applied for at any time, but at least 2 months notice should be given.

## **APPENDIX A**

### **BULKLEY-TWEEDSMUIR**

Driftwood	Quick
First Terrace	South Hazelton
Glenwood	Southside
Houston	Telwood
Palling	

### **CARIBOO**

Alexandria	Miocene
Bella Coola	93 Mile
Bridge Lake	North Quesnel
Dragon Lake	140 Mile House
Forest Grove	Quesnel View
Glendale	70 Mile
Gold Pan	Skyline
Horsefly	Springhouse
Kersley	Watch Lake
Lyne Creek	

### **CENTRAL INTERIOR**

Fraser Lake	Our Club
Hixon	Prince George
McBride	Sinkut
Northside	Vanderhoof East

### **DOUGLAS**

Beaver	Hazelmere
Coghlan	Langley Prairie
Fort Langley	Patricia

### **EAST KOOTENAY**

Creston	Wynndel
Lister Huscroft	Young
Triangle	

### **HOPELINE**

Atchelitz	Promontory Heights
Clayburn	Ridgedale
East Chilliwack	Rosedale
Hope & District	Ryder Lake
Peardonville	Upper Sumas
Pine Grove	Vedder
Poplar Manor	



### **KAMLOOPS**

Adams Lake  
Beresford  
Chase  
Nicola Valley  
North Shuswap

Overlander  
Pavilion Upper Hat  
Valleyview  
Westwold

### **KETTLE RIVER**

Greenwood  
Main River

Rock Creek  
Sunshine Valley

### **NORTH FRASER VALLEY**

Coquitlam  
Haney  
Little Mountain  
Mission City

Pemberton  
Point Grey  
Riley Park  
Whonnock

### **NORTH OKANAGAN-SHUSWAP**

Armstrong  
Coldstream  
Edgewood-Inonoaklin  
Lumby  
Mount Begbie  
Mount Ida

Needles-Fauquier  
Salmon Arm  
Sicamous  
Ta'Lana  
Tappen  
Valley

### **NORTH THOMPSON**

Birch Island  
Clearwater

Little Fort  
Star Lake  
Vinsulla

### **NORTH VANCOUVER ISLAND**

Bow Horne  
Campbell River  
Courtenay & District  
Denman Island  
Gabriola Island  
Kla-Anch

Lazo  
Little Qualicum  
Newcastle  
Parksville  
Qualicum Beach & District  
Sayward

### **PEACE RIVER**

Baldonnel	North Blueberry
Bessborough	North Pine
Bon Accord	Rolla
Briar Ridge	Rose Prairie
Doe River	South Dawson
Fort St. John	Sunrise-Two-Rivers
Groundbirch	Sunrise Valley
Lake View	Sunset Prairie
Landry	Toms Lake
Montney	West Saskatoon
North Pioneer	

### **SOUTH OKANAGAN-SIMILKAMEEN**

Kalamalka	Penticton
Kelowna	Princeton
Naramata	Summerland
Okanagan Falls	Testalinda
Oliver	Westbank
Osoyoos	

### **SOUTH VANCOUVER ISLAND**

Cedar	Pender Island
Cobble Hill	Royal Oak
Colwood	Shirley
Cowichan	Somenos
Criagflower	Sooke
Dogwood	South Saanich
Esquimalt	South Salt Spring
Lake Hill	Strawberry Vale
Langford	Victoria

### **WEST KOOTENAY**

Fruitvale	New Denver
Granite Road	Robson
Harrop & District	Salmo
Kinnaird	Slocan Valley



## APPENDIX B

### PROVINCIAL BOARDS OF THE WOMEN'S INSTITUTES OF BRITISH COLUMBIA

#### Advisory Board Appointed by the Government, 1911

President — Mrs. W.V. Davies, Chilliwack.  
Secretary — Mrs. Alfred Watt, Metchosin.  
Directors — Mrs. R.L. Lipsett, Summerland and Mrs. J.F.  
Kilby, Nelson.

#### Advisory Board, 1915 - 16

President — Mrs. W.V. Davies, Chilliwack.  
Secretary — Miss Alice Ravenhill, Shawnigan Lake.  
Directors — Mrs. J. Johnstone, Nelson, and Mrs. R.L.  
Lipsett, Summerland.

#### Advisory Board, 1917 - 18

President — Mrs. J. Johnstone, Nelson.  
Secretary — Mrs. W.V. Davies, Chilliwack.  
Directors — Mrs. R.L. Lipsett, Summerland and Mrs.  
Blackwood-Wileman, Duncan.

#### Advisory Board, 1919

President — Mrs. Blackwood-Wileman, Duncan.  
Secretary — Mrs. V.S. McLachlan.  
Directors — Mrs. Trask, Oyama, Mrs. R.W. Chalmers,  
Thrums, and Mrs. F. B. Fadden, Huntingdon.  
(Note: — In this year Mrs. Blackwood-Wileman succumbed  
while on her way home from the first meeting of the  
Federated Women's Institutes of Canada.)

#### Advisory Board, 1920

President — Mrs. Alfred Watt, Esquimalt. (Recently  
returned from England and her successful work in  
organizing the National Federation.)  
Secretary-Treasurer — Mrs. V.S. McLachlan, Garden City.  
Directors — Mrs. R.W. Chalmers, Thrums; Mrs. H.  
McGregor, Penticton; and Mrs. F.B. Fadden,  
Huntingdon.

Provincial Board Elected at the First Provincial Convention  
held in the Normal School, Vancouver, B.C., 1924

President — Mrs. M.M. Henderson, Duncan.  
Secretary — Mrs. V.S. McLachlan, Garden City.  
Directors — Mrs. F.B. Fadden, Huntingdon; Mrs. M.E.  
Lyne, Creston.

Provincial Board Elected at the 1925 Convention  
at Victoria, B.C.

President — Mrs. F.B. Fadden, Huntingdon.  
Vice-President — Mrs. R.W. Chalmers, Thrums.  
Secretary — Mrs. W.V. Davies, Chilliwack.  
Treasurer — Mrs. Laurie, Saanichton.  
Director — Mrs. H. McGregor, Penticton.  
(Note: — In 1926 Mrs. V.S. McLachlan was appointed  
Superintendent of Women's Institutes.)

Provincial Board Elected at the 1927 Convention  
held at Chilliwack

President — Mrs. J.D. Gordon, Victoria.  
Vice-President — Mrs. E.C. Noble, Hatzic.  
Second Vice-President — Mrs. H. McGregor, Penticton.  
Secretary — Mrs. G. Murray, Lillooet.  
Treasurer — Mrs. H. H. Pitts, Nelson.  
(No Convention was held until 1936.)

Provincial Board Elected in 1936 at the Conference  
held at the Women's Building, Vancouver

President — Mrs. H. McGregor, Penticton.  
Vice-President — Mrs. J.L. White, Victoria.  
Secretary — Mrs. E.C. Noble, Hatzic.  
Treasurer — Mrs. H.H. Pitts, Nelson.  
Director — Mrs. E. Bailey Price, Vancouver.

Provincial Board Elected in 1938 at the Conference  
held at the Normal School, Vancouver

\*President — Mrs. H. McGregor, Penticton.  
Vice-President — Mrs. J.L. White, Victoria.  
Secretary — Mrs. E. Bailey Price, Vancouver.  
Treasurer — Mrs. H.H. Pitts, Nelson.  
Director — Mrs. E.C. Noble, Hatzic.



F.W.I.C. — Mrs. H. McGregor and Mrs. C. Johns.  
(\*Note: — Mrs. H. McGregor brought honour to this Province by her election to the presidency of the Federated Women's Institutes of Canada in 1937, which position she held until 1941.)

Provincial Board Elected in 1940 at the Conference  
held at the Hotel Vancouver

President — Mrs. B.F. Gummow, Peachland.  
Vice-President — Mrs. E. Bailey Price, Vancouver.  
Secretary-Treasurer — Mrs. V.B. Robinson, Penticton.  
Directors — Mrs. K. Popoff, Slocan City and Mrs. T. Hartnell, Shearer Dale.  
F.W.I.C. — Mrs. C. Johns (replaced in 1942 by Mrs. V.B. Robinson) and Mrs. B.F. Gummow.

Provincial Board Elected in 1944 at the Conference  
held at the Hotel Vancouver

President — Mrs. A. Dennis, Vancouver.  
Vice-President — Mrs. V.B. Robinson, Penticton.  
Secretary-Treasurer — Mrs. G. Calder, Vancouver.  
Directors — Mrs. K. Popoff, Slocan City; and Mrs. E. Tryon, Parksville.  
F.W.I.C. — Mrs. V.B. Robinson and Mrs. A.S. Dennis.  
(Note: — Mrs. V.S. McLachlan retired April 1st, 1946, and was succeeded by Mrs. B.F. (Stella E.) Gummow.

Provincial Board Elected in 1946 at the Conference  
held at the Hotel Vancouver

President — Mrs. A.S. Dennis, Vancouver.  
Vice-President — Mrs. E. Tryon, Parksville.  
Secretary-Treasurer — Mrs. G. Calder, Vancouver.  
Directors — Mrs. J.H. East, Keremeos; and Mrs. R.W. Chalmers, Thrums.  
F.W.I.C. — Mrs. R.W. Chalmers and Mrs. A.S. Dennis.

Provincial Board Elected in 1948 at the Conference  
held at The University of British Columbia

President — Mrs. J.H. East, Keremeos.  
Vice-President — Mrs. R.W. Chalmers, Thrums.  
Secretary-Treasurer — Mrs. R. Doe, Salmon Arm.

Directors — Mrs. E. Glover, Victoria; and Mrs. A.A. Shaw, Vancouver.

F.W.I.C. — Mrs. R.W. Chalmers and Mrs. J.H. East.

Provincial Board Elected in June, 1950, at the Conference held at The University of British Columbia

President — Mrs. J.H. East, Keremeos.

Vice-President — Mrs. A.A. Shaw, 4020 West Tenth Ave., Vancouver.

Secretary-Treasurer — Mrs. R. Doe, Box 35, Salmon Arm.

Directors — Mrs. E. Glover, 15 Darwin Road, Victoria; and Mrs. C.C. Strachan, Research Station, Summerland.

F.W.I.C. — Mrs. J.H. East and Mrs. A.A. Shaw.

Provincial Board Elected in June, 1952, at the Conference held at The University of British Columbia

President — Mrs. A.A. Shaw, 4020 West Tenth Ave., Vancouver.

Vice-President — Mrs. E.J. Roylance, Greenwood.

Secretary-Treasurer — Mrs. R. Doe, Box 35, Salmon Arm.  
(Appointed by the Board.)

Directors — Mrs. P. Douglas, Whaletown; Mrs. J. Young, Rose Prairie; and Mrs. T. Windt, Alexandria.

F.W.I.C. — Mrs. A.A. Shaw and Mrs. P. Douglas.

Provincial Board Elected in June, 1954, at the Conference held at The University of British Columbia.

President — Mrs. A.A. Shaw, 4020 West Tenth Ave., Vancouver.

Vice-President — Mrs. E.J. Roylance, Greenwood.

Secretary-Treasurer — Mrs. R. Doe, Box 35, Salmon Arm.  
(Appointed by the Board.)

Directors — Mrs. P. Douglas, Whaletown; Mrs. T. Windt, Alexandria; and Mrs. J.O. Decker, Pemberton.

F.W.I.C. — Mrs. P. Douglas and Mrs. E.J. Roylance.

Provincial Board Elected in May, 1956, at the Conference held at The University of British Columbia

President — Mrs. E.J. Roylance, Greenwood.

Vice-President — Mrs. J.O. Decker, Pemberton.



Secretary-Treasurer — Mrs. R. Doe, Box 349, Port Coquitlam. (Appointed by the Board.)

Directors — Mrs. J. Frolek, Knutsford; Mrs. R.C. Palmer, R.R. 4, Kelowna; Mrs. R. Partington, Francois Lake.

F.W.I.C. — Mrs. E.J. Roylance and Mrs. J.O. Decker.

Provincial Board Elected in May, 1958, at the Conference held at The University of British Columbia

President — Mrs. J.O. Decker, Pemberton.

Vice-President — Mrs. R. Partington, Francois Lake.

Secretary-Treasurer — Mrs. R. Doe, Box 349, Port Coquitlam. (Appointed by the Board.)

Directors — Mrs. R.C. Palmer, R.R. 4, Kelowna; Mrs. Clyde B. White, R.R. 1, Nelson; and Mrs. E.G. Woodward, R.R. 1, Brentwood Bay.

F.W.I.C. — Mrs. J.O. Decker and Mrs. Clyde B. White.

(Note: — Mrs. E.J. Roylance brought honour to this Province by her election to the Presidency of the Federated Women's Institutes of Canada in 1958, which position she held until 1961.)

Provincial Board Elected in May-June, 1960 at the Conference held at The University of British Columbia.

Past President — Mrs. J.O. Decker, Pemberton.

President — Mrs. R. Partington, Francois Lake.

Vice-President — Mrs. R.C. Palmer, R.R. 4, Kelowna.

Secretary-Treasurer — Mrs. E. Robinson, R.R. 2, Victoria. (Appointed by the Board.)

Directors — Mrs. E.G. Woodward, R.R. 1, Brentwood Bay; Mrs. Clyde B. White, R.R. 1, Nelson; Mrs. Lyle Braiden, 908-107th Avenue, Dawson Creek; Mrs. J.M. Kirkness, R.R. 4, Sardis; Mrs. F. Plant, Box 1236, Williams Lake.

F.W.I.C. — Mrs. Clyde B. White and Mrs. R.C. Palmer.

Provincial Board Elected in May, 1962, at the Conference held at The University of British Columbia

Past President — Mrs. R. Partington, Francois Lake.

President — Mrs. R.C. Palmer, R.R. 4, Kelowna.

Vice-President — Mrs. E.G. Woodward, R.R. 1, Brentwood Bay.

Secretary-Treasurer — Mrs. N.E. LePoidevin, Victoria.  
(Appointed by the Board.)

Directors — Mrs. Lyle Braden, 908-107th Avenue, Dawson Creek; Mrs. F. Plant, Box 1236, Williams Lake; Mrs. H.C. Ford, Tappen; Mrs. J.H. McMillan, R.R. 1, Qualicum Beach; Mrs. J.S. Scott, Box 16, Robson.

F.W.I.C. — Mrs. R.C. Palmer and Mrs. E.G. Woodward.

Provincial Board Elected in June 1964 at the Conference  
held at The University of British Columbia

Past President — Mrs. R. Partington, Francois Lake.

President — Mrs. R.C. Palmer, R.R. 4, Kelowna.

Vice-President — Mrs. E.G. Woodward, R.R. 1, Brentwood Bay.

Secretary-Treasurer — Miss Patricia Holden, Victoria.  
(Appointed by the Board.)

Directors — Mrs. H.C. Ford, Tappen; Mrs. J.S. Scott, Box 16, Robson; Mrs. J. Mertler, Box 2437, Fort St. John; Mrs. G. Lund, 2411 Ross Crescent, Prince George; Mrs. W. Coats, Gabriola Island.

F.W.I.C. — Mrs. R.C. Palmer, Mrs. L. Braden.

Provincial Board Elected in June 1966 at the Conference  
held at the University of British Columbia

Past President — Mrs. R.C. Palmer, R.R. 4, Kelowna.

President — Mrs. E.G. Woodward, R.R. 1, Brentwood Bay.

Vice-President — Mrs. J.S. Scott, Box 16, Robson.

Secretary-Treasurer — Miss Patricia Holden, Victoria.  
(Appointed by the Board.)

Directors — Mrs. J. Mertler, Box 2437, Fort St. John; Mrs. W. Coats, Gabriola Island; Mrs. H.C. Kendrick, 4028 West 31st Avenue, Vancouver; Mrs. E. Berg, Box 107, Fort Langley; Mrs. W.E. McArthur, Jr., Box 258, Greenwood.

F.W.I.C. — Mrs. E.G. Woodward; Mrs. H.C. Ford.

Provincial Board elected in June 1968 at the Conference  
held at the University of British Columbia

Past President — Mrs. E.G. Woodward, R.R. 1, Brentwood Bay.



President — Mrs. J. Mertler, Box 2437, Fort St. John.  
Vice-President — Mrs. H.C. Ford, Tappen.  
Secretary-Treasurer — Miss Patricia Holden, Victoria.  
(Appointed by the Board.)  
Directors — Mrs. E. Berg, Box 107, Fort Langley; Mrs.  
H.C. Kendrick, 4028 West 31st Avenue, Vancouver;  
Mrs. W.E. McArthur, Jr., Box 258 Greenwood;  
Mrs. A. Peardon, R.R. 3, Abbotsford; Mrs. S.F.  
Harding, Box 129, Telkwa.  
F.W.I.C. — Mrs. J. Mertler; Mrs. H.C. Ford.

Provincial Board Elected in June 1970 at the conference  
held at the University of British Columbia  
Past President — Mrs. E.G. Woodward, 949 Grilse Lane,  
R.R. 1, Brentwood Bay, B.C.  
President — Mrs. J. Mertler, Box 2437, Fort St. John, B.C.  
Vice-President — Mrs. W.E. McArthur, Box 258,  
Greenwood, B.C.  
Directors — Mrs. F.M. Golata, Celista, B.C., Mrs. A.  
Peardon, R.R.3, Abbotsford, B.C., Mrs. J.H.  
McMillan, Qualicum Beach, B.C., Mrs. T.C.  
Macfarlane, 4597 - 55B St., Delta, B.C., Mrs. H.  
Heising, Box 28, Little Fort, B.C.  
Secretary-Treasurer — Mrs. I. Boyd, 545 Superior St.,  
Victoria, B.C. (Appointed by Board).

Provincial Board elected in June 1972 at the Conference  
held at Naramata Training Centre, Naramata, B.C.  
Past President — Mrs. J. Mertler, Box 2437, Fort St. John,  
B.C.  
President — Mrs. W.E. McArthur, Box 258, Greenwood,  
B.C.  
Vice-President — Mrs. A. Peardon, R.R. 3, Abbotsford,  
B.C.  
Directors — Mrs. T.C. Macfarlane, 4597-55B St., Delta,  
B.C. Mrs. William Linde, Box 1206, Williams Lake,  
B.C., Miss S. Sallis, 2162 Epworth St., Victoria,  
B.C., Mrs. R.V. Peterson, 3311 Kenney St.,  
Terrace, B.C., Mrs. J. Stace-Smith, Box 1, Site 33,  
R.R. 1, Creston, B.C., Secretary-Treasurer Mrs. I.  
Boyd, 545 Superior St., Victoria, B.C. (Appointed by  
Board).

Provincial Board Elected in June 1974 at the Conference  
held at Notre Dame University, Nelson, B.C.

President — Mrs. W.E. McArthur, Box 258, Greenwood,  
B.C. V0H 1J0.

Vice-President — Mrs. A. Peardon, R.R. 2, Abbotsford,  
B.C., V2S 4N3.

Directors — Mrs. J. Stace-Smith, Box 1, Site 33, R.R. 1,  
Creston, B.C. V0B 1G0, Mrs. William Linde, Box  
4206, Williams Lake, B.C. V2G 2V3, Mrs. A.C.  
Watt, Blind Bay, B.C. V0E 1H0, Mrs. W. Stewart,  
R.R. 2, Dawson Creek, B.C. V1G 4E8, Mrs. F.  
Luck, 2231 April Place, Comox, B.C. V9N 4K5,  
Mrs. R. Jeffery, R.R. 1, Telkwa, B.C. V0J 2X0.

Secretary-Treasurer — Mrs. I. Boyd, 545 Superior St.,  
Victoria, B.C. V8V 1T7, (Appointed by Board).

Provincial Board Elected in June 1976 at the Conference  
held at The University of Victoria, B.C.

Past President — Mrs. W.E. MacArthur, Box 258,  
Greenwood, B.C. V0H 1J0.

President — Mrs. A. Peardon, R.R. 2, Abbotsford, B.C.  
V2S 4N3.

Vice-President — Mrs. Wm. Linde, Box 4206, Williams  
Lake, B.C. V2G 2V3.

Directors — Mrs. W.J. Bell, Box 696, Fruitvale, B.C. V0G  
1L0, Mrs. L. Fenner, Box 771, Dawson Creek, B.C.  
V1G 4H8, Mrs. F. Luck, 2231 April Place, Comox,  
B.C. V9N 4K5, Mrs. R. Jeffery, R.R. 1, Telkwa,  
B.C. V0J 2X0, Mrs. A.C. Watt, Blind Bay, B.C.  
V0E 1H0.

Secretary-Treasurer — Mrs. I. Boyd, 545 Superior St.,  
Victoria, B.C. V8V 1T7. (Appointed by Board).

Provincial Board Elected in June 1978 at the Conference  
held at University of British Columbia, Vancouver

Honorary Past-President — Mrs. A. Peardon, R.R. 3,  
Abbotsford, B.C. V2S 4N3.

President — Mrs. W.R. Linde, Box 4206, Williams Lake,  
B.C. V2G 2V3.

1st Vice-President — Mrs. L. Fenner, Box 771, Dawson  
Creek, B.C. V1G 4H8.



2nd Vice-President — Mrs. W. J. Bell, Box 696, Fruitvale,  
B.C. V0G 1L0.

Directors — Mrs. F. Golata, Celista, B.C. V0E 1L0., Mrs.  
Ina McDowell, 2408 Millstream Ave., Victoria, B.C.  
V9B 3R3, Mrs. H.J. Loyns, Box 966, Vanderhoof,  
B.C. V0J 3A0, Mrs. C. Gunderson, R.R. 1, Heffley  
Creek, B.C., V0E 1Z0, Mrs. A.A. Fenwick, R.R. 2,  
Canyon View Road, Summerland, B.C. V0H 1Z0.

Secretary-Treasurer — Mrs. Ida Boyd, 545 Superior St.,  
Victoria, B.C. V8V 1T7. (Employee.)